

MINUTES WYOMING WORKFORCE DEVELOPMENT COUNCIL FEBRUARY 22 - 23, 2007 CHEYENNE, WYOMING

Call to order and Welcome: Meeting was called to order by Vice-Chair Ray Fleming Dinneen at 1:05 p.m. Ms. Fleming Dinneen introduced new Dept. of Workforce Services (DWS) Director Joan Evans. Ms. Evans welcomed all to the meeting and announced she is looking forward to working together.

Attendance:

Council: Charles Ware, Ray Fleming Dinneen, Joan Evans, Jerimiah Rieman, Rocky Anderson, Curtis Biggs, Bruce Brown, Jon Conrad, Christie DeGrendele, Jim Engel, Tucker Fagan, Governor Dave Freudenthal, Jeff Heilbrun, Mark Hermann, John Jackson, Laurie Latta, Katie Long, Bryan Monteith, Bill Pannell, Cynthia Pomeroy, Leonard Scoleri, Dave Scriven, Phil Van Horn, Tim Wells, Teri Wigert, Kristin Wilson,

Other: Margo LaHiff, Peter Reis, Carmen Corra, Norm Anderson, Glenna Campagnaro, Erin Moore, Mark Hawkins, Dave McNulty, Mark Harris, Pam Downing, Michael Richardson, Mike Broad, Karen Swindell, By Phone: Edith Phillips

Approval of Agenda: Discussion: Mr. Anderson asked for additional time to discuss the Apprenticeship matter. Mr. Rieman announced Mr. Brown would report on legislative issues switching with Mrs. Campagnaro. Mr. Rieman also stated the breakfast scheduled at Triumph High School is cancelled but we could still tour the building if desired. Council opted to begin the meeting at 8:30 am.

ACTION: Mr. Anderson made the motion to approve the agenda as corrected, Mr. Engel seconded the motion. **Motion Carried.**

Approval of minutes:

ACTION: Mr. Anderson made the motion to approve minutes as written. Mr. Brown seconded the motion. **Motion carried.**

Council Member Profiles:

Ray Fleming Dinneen: Born May 1, Cheyenne Wyoming, ten blocks from the CBC building in a Catholic hospital. The nuns were so upset about her mother naming her Ray they even brought in Mother Superior to talk to her mom about naming her beautiful daughter a man's name. She was born and raised in Cheyenne. In high school she was upset she could not play basketball, women were not allowed to play. When she attended University of Wyoming she was able to play on an intramural team and they were champions. Ms. Fleming Dinneen received her degree in business management. After college she traveled to Brazil and lived for a year. She lived for a time with a family who had 15 and 17 year old daughters. They got up at 5:00 am, took care of the family until 9:00 pm and then they went to school. After the year in Brazil, Ms. Fleming Dinneen came back and began working in psychology. She received her doctorate from Northern Colorado University. She now works with single mothers in poverty and has learned it is very important to understand those in poverty. Most of her sessions are in a group. They can never assume the single mother will come to them, they have learned they need to go recruit the mothers. Group work is important. The mothers need intervention to work through conflict in their lives. Job placement has to play a key role. Her and her staff are fortunate to work with the wonderful employers throughout the state who pay self-sufficient wages and work around the schedules of the mothers. Her business now has programs all over the state. The newest site is in the Marbleton Town Hall. Many of the people in this room have helped her succeed. Thank you.

Phil Van Horn: Born in Missouri, he spent the first half of his life there. He was the first in his family to graduate from college. He graduated from college in 1973 where he met Gay, his wife of 33 years. She is from Cheyenne and their first 5 years of marriage were spent in Missouri. Phil fell in love with Wyoming. They moved here and he began working in a College loan company. He originally wanted to be a lawyer and his wife to be talked him out of it. She thought he'd be much happier working and helping other people. He spent two years in direct counseling college students. They have two sons. Scott works at the University of Wyoming, Kyle is in the design department of Ultimate Electronics in Colorado. He has been blessed throughout his life. He has been with Wyoming Student Loan Company for 24 years. WSLC targets non-profit organizations across the state. He just came from a Kiwanis meeting at which Senator Enzi was present. Senator Enzi said to say hi to all.

Local Update – Report by Norman Anderson, manager of the One-Stop Office in Cheyenne.

- What is on the street in Wyoming? People seeking work and people in business.
- Counties – Platte, Goshen, Niobrara, Laramie, Albany – need people.

- We have a great opportunity for companies to develop supervisors to manage other businesses from within.
- We have Wyoming at Work web site which empowers people to register for work on line from other states.
- The web site allows people and businesses to search for a match – for businesses this is a wonderful tool.
- We still have people that work with the customers – employees and employers.
- It is a wonderful way to search for employees – develop own pool of employees to run your business.
- Wal-mart Distribution center alone took over 3,000 walk-in applications. Wal-mart had an on-line site that registered another 3000 applicants. DWS shows applicants are from local counties and Northern Colorado. DWS met with Wal-mart – they wanted 600 employees immediately – we sent them 550 – they are still looking to add another 300 employees. Mr. Engel queried if drug testing was part of Wal-mart’s qualifications – yes – plus background checks.
- Torrington has Biomedical which uses hay and plastics to make into chairs, fencing, etc. This company started with 10 people and they now have 2 shifts and 60 employees.
- The potential for little companies to start up in Wyoming is huge!
- Wyoming has advantages, we have money, education opportunities, opportunities to connect with youth.
- Two days ago a gentleman came through Wyoming in his RV. He is an engineer, the one-stop helped him to sign into Wyoming at Work and he is now making decisions to move here.
- We want to be a source of information to the employers around the state.

Mr. Van Horn queried what the different between the various sites are. www.Wyomingatwork.com does not charge for the use of the system. DWS is here to help. The site can do wage assessments, it can be competitive, it’s called Robot and can search while you sleep.

Mr. Herrmann queried where DWS is marketing

- Radio, mailings, business reps are going door to door, laterally being communicated, get calls from others.

Wyoming at Work:

- If resume is not visible – DWS is getting in touch with the applicant to be sure they have a complete application
- Wyoming at Work will even give an employer the top 10% of the applicants based on requirements needed by the employer.
- Mr. Brown stated he talked to a young lady at wife’s school. She filled out the resume printed it out and got a call for an interview that same evening, it is very user friendly.
- Norma Anderson advised that businesses get in and start using it as soon as possible because the matching is great and will get jobs for people quickly.
- All workforce centers have access to this and will help people get into the system.
- Mr. Rieman encouraged all Council members to get on line and use the system
- Give us feedback, let us know what does not work for you.
- Wyoming at Work is it’s own system. Wyoming Job Bank was the system that was linked and used across all states – DOL will stop sponsoring this one as of June 1, 2007.
- Wyoming at Work is free to list jobs.

Workforce Awareness Campaign: Report by Mr. Richardson, CIO of DWS. Mr. Richardson thanked all for opportunity to work on this project. The handout presented to Council has two pages.

- First page is the projected schedule of the project.
- Second page is straight from the budget request allowed last year in legislature.
 - Mid page is line item cost – bring awareness to businesses in.
 - Whoever responds to this RFP will be requested to use the information from the Workforce Awareness for Future Investment (WAFI) study.
 - RFP was released on Jan. 30, 2007 and two people have applied.
 - A fair number of people are unemployed in the state – we want to utilize our own people first.
 - This will help us with our own marketing strategies and we want to address the need immediately.
 - Mr. Scoleri queried whether we would get a list of target states to address. Mr. Richardson responded that we are looking at cities.
 - Mr. Anderson asked if this will be geared more to *“here’s Wyoming – we have a lot of jobs for you”* or will it list specific jobs of what we need? Mr. Richardson stated that we hope to meet the exact needs that exist.
 - Mark Herrmann asked if we know exact needs? Is there research? Michael –WAFI has a lot of this information but we will continue to gather more data as we move along.

Mr. Rieman reported that we need to reach out in person. There is \$20,000.00 set aside to go to job fairs and actually talk in person to potential customers. We may need to look at the Council for more funding for doing more outreach. We need to use strategic and deliverable ways so if we need more funding we can show success. If we use this and need more we can go in the next biennium and ask for more and give information to support the need. Mr. Brown queried whether there were specific goals in the RFP. Yes, there are goals in the RFP hypothetically speaking, we would like to have results of the work we've done, advertising and marketing. Mr. Reis noted we have five new data storage businesses interested in Wyoming. In the campaign we need to be sure to look at needs for future new businesses and types of employees needed.

Workforce Analysis Report: Submitted by Ms. Downing. Ms. Downing has a Degree in Finance and a masters degree in business administration. She is the Assistant Administrator for Business Training & Outreach (BTO). She oversees the workforce training fund, apprenticeship program, SCSEP, and Quality Child Care. Ms. Downing reminded Council that this last biennium the Governor gave a budget of \$200,000.00 to do a labor/needs assessment – workforce survey was done across the state at grocery stores and was completed in January 2007.

Wadley Donovan & Younger Associates included executive summary, analysis and recommendations and also used American survey results. The results of employer and residential survey are available on www.wyomingworkforce.org. Ms. Downing stated this site gives a lot of pertinent information that can be demand driven on needs of customer. Complete results can also be viewed here.

Ms. Downing shared a short summary handout listing key assets.

- Wyoming has a potentially large hidden supply of labor.
- We recently found a group of workers in LaGrange. Husbands go to a Bible school and are there for 18 months to work while their spouse is in school which lends a perfect opportunity to get employees for 18 months.
- WAFI asked at the centers if the people feel they are underemployed – then went to data to verify they really are under-employed. They were asked if they want training and they do.
- Surveyed employers report a high work ethic and level of productivity among employees. Medium score means that more than half the employers had to rate their employees at a 5 which is the highest. Work ethic was much different three years ago.
- 39.1 is median work age in Wyoming – we are working with the problem of aging workforce a huge problem in construction industry.
- There is a higher desire of University of Wyoming graduates to leave the state over the graduates from community colleges.
- Turnover is high. Averaged 25%.
- Mr. Heilbrun queried seasonality and how it fits into this survey? WAFI was asked to adjust the study to take into consideration the seasonality of jobs in Wyoming.

We want to be sure this is used for the benefit of the state.

How can we implement?

How can we overcome challenges?

We had a meeting with a group of key stakeholders with DWS during this process.

Key Recommendations are found at www.wyomingworkforce.org.

Mr. Rieman reported that Colorado has contacted Wyoming to work together in this project. He also reported that we are looking at applying for the WIRED Grant through DOL which would be developing regional partnerships with an E-cubed concept.

Does the Council want to be involved?

- We need to strengthen current and form new strong regional workforce partnerships to coordinate regional labor – and workforce related efforts.
- Mr. Heilbrun stated the plan with the Summit is to be a more solutions oriented conference:
 - On second day – we will have a short presentation of study to all – then break into regions – two hour facilitated meetings.
 - People will then go to respective regions to address these recommendations.
 - We are educating – getting initial stimulation and hope to have meetings in succession after the summit.

- Plan to have a couple of meetings with facilitators before the summit to train them in the way to facilitate to the best we need. Facilitation has to very clearly focused.
- Council Comments:
 - These recommendations are heard time and time again.
 - We need to coordinate and stay focused on these outcomes.
 - Who do you anticipate partners to be?
 - Could be within the state itself.
 - Counties.
 - Include Greeley, Scottsbluff, Kimball, Ft Collins they have same issues.
 - Need to look to see who have like issues and make wise choices to partner together.
 - The further away partners are the harder it is to work together.
 - Ed Barlow highly recommended partnering with Northern Colorado.
 - Mr. Anderson suggested Nebraska, Western SD, Southern MT, Eastern Idaho – any surrounding state is a typical contact.
 - One issue discussed was how we can form partnerships so it is just not a take – what do we give back to people who come to help us.

Ms. Downing would like some clear responsibility from the Council.

Chairman Ware, Ms. Evans and Mr. Rieman will look at putting a sub-committee together. [Please let Mr. Rieman know if you want to sit on this committee.](#)

Council discussion on ways to develop systems to bridge gaps:

- How do we find the under or unemployed to get them training to be ready for a job that is out there?
- What are some of the strategies we can do?
- Is this something that can be fulfilled by one-stops?
- What division in the agency is best needed to accomplish this?
- Mr. Reis– this links to the child care study – are people unemployed because of no day care?
- Ms. Downing said DWS thought this would best done at the community level.
- We are talking about roles of local field offices.
- Building community partnerships.
- It might take an elaborate approach to get started but then once we identify the correct partnerships we can really get going.
- Ask people where they could envision themselves living – most people want to live close to home. State and Global economy might not make any sense when people want to live in Lusk.
- How many in the survey really want training?
- Are the families really self sufficient?
- Are they only under-employed?
- Maybe a media outreach – get information out to know what’s out there.
- Centers need to reach out and touch the people who might need training and interview training, etc.
- Spearhead program to evaluate HR practices.
- When employees were asked what would make them stay with a certain employee – they answered shared work, child care on site, flex time. This is really big in the workforce – we need to come up with ideas to help employers how to do this.

Legislative Issues: Report by Mr. Brown: We are most interested in the following three bills.

HB 0138 - Wyoming Workforce Housing Infrastructure Program

HB 0095 & 0096 – Quality Child Care

SF 0098 - High School Career Training Program

HB 0095 and 0096 Quality Child Care:

Ms. Evans reported that it was unfortunate that all was stripped out except training – all but \$100,000.00 was cut. It’s not just one issue – it is so misunderstood by all who are making decisions on the childcare issues.

- Quality rating was pulled out – this was really the heart of the bill.
- Education grants were cut - \$300,000.00 long term training and short term training We would have been able to go to businesses to teach them how to run a business.
- Technical assistance was cut down.
- Family strengthening – cut.

Mr. Anderson stated that we as a whole need to get understanding amongst ourselves about what we want to support and then put in writing in one letter to all legislators our support with everyone's signature, then follow up when it doesn't happen asking them why they didn't support the issue. Any of the bills we strongly support we need to do it. [Mr. Rieman believes we can do a follow-up letter to the legislators.](#) Mr. Van Horn reminded Council that neither the Council, the Governor nor DWS believe that these issues can be helped by only one entity it has to be a partnership in each of these items, we all need to be a team and show that we support it together.

SF0098 High School Career Training Program:

Senator Jennings approached DWS to develop program for seniors in the last semester of their high school career to have a partnership with industry, student and schools. Industries can be a training entity with the right instruction and help from DWS. This would allow training to be established for all types of employment problems like cooks, medical techs, oil and gas, etc. It will really get the vocational skills going and it has moved quickly through. They have \$500,000.00 in the training program.

ES Update Report: Ms. Moore reported to Council:

Career Advancement Accounts (CAA)

- US DOL has asked three states to pilot the program to see if it will work.
- We will be able to give recommendations.
- We are piloting Career Training Program – we have monies that have to act as a match.
- We received 1.5 million from US DOL and have to match it dollar for dollar.
- The idea is to get training. The maximum is \$3000.00 per person with a two year limit.
- We have individual training dollars and we've taken some for business training. Our centers are starting to get out there.
- We have a limitation to how much staff dollars can be used to pilot it and are looking forward to giving feedback to US DOL.
- US DOL has been critical on this issue – but they want information to prove credibility.

Service Delivery:

- What is recruitment really like – how do we provide services.
- Wyoming at work is our new system it will track WIA dollars and matches employees with employers.
- It is much more user friendly it will post a resume.
- Has much more variety to search for correct matches.
- Matches with services that we have to offer.

Ms. Moore encouraged Council to talk to businesses they know. Ask them to visit our centers and look at www.Wyomingatwork.org and register. Our staff will visit the actual business, just call and schedule an appointment.

Mr. Van Horn queried whether we have a 15 minute real time presentation to give to Rotary or Kiwanis and then pass out business cards.

Mr. Heilbrun queried whether we have a budget to promote this. Is there a traveling "salesperson" that can reach out? Go door to door with a package to leave with everyone?

Ms. Fleming Dinneen stated it is important that we as Council members actively talk to the people right next to us about what DWS is able to do.

Mr. Scriven queried whether Council could spend money to outsource this campaign to spread the word. Now would be a good time to campaign, prior to the Summit.

Ideas discussed to promote DWS opportunities:

- Every community in the state has a Chamber of Commerce.
- Get on the agendas at the annual membership meetings.
- Master marketing – we have a product and a marketing base – we need to match the two – it needs to be an integrated marketing approach.

Oil and Gas Grant received from US DOL:

- Rig-hand floor-hand 280 people have been trained with our dollars.
- We have another year to go – talking about expanding this.
- 248 have completed training and all 248 have been placed in a job.
- Average wage of jobs is \$21.61.

- They are also training heavy equipment drivers - if make it through the training – they are placed in a job – average wage \$13.00 to \$15.00.
- Training is helping with safety.
- The Casper one-stop is working with training.
- Encanna and Halliburton and others have partnered and put together a tool kit which is rolling out next week to workforce centers.
- Because oil companies involved their lawyers all the income information was taken off the tool.
- The DVD talks about all the jobs from the office staff to the rigs and production out.
- 917 people have been recruited 847 have been placed with a 12% drop out rate.
- Drug testing has gone up 12% - placed people in six states our name is getting out there.

Perkins Transition Plan Report: Mr. Pannell reports to Council:

- Senator Enzi placed Chairman Ware on the panel which is part of the re-enactment to discuss the Perkins Plan issues. First meeting will be held April 23, 2007 – of the people on panel – Chairman Ware is the only private sector on the panel.
- Senator Enzi does a nice job of keeping Wyoming in the loop.
- Perkins is the federal Vocational Education bill and is the largest federal funded program in high schools.
- There is a lot of link to No Child Left Behind.
 - March 8 is the deadline to have a transition plan submitted.
 - Career Cluster Booklets Show how they start general and become more and more career oriented.
 - Developed a plan of study – grid shows integration academic and career tech content.
 - The booklets are in use in most of the districts now and are now on the DWS website.
 - Dept of Education partnered with DWS because they are so good at this.
 - Career clusters will be circulated as programs of study.
 - They will help link secondary with post secondary.
- Leadership funds have approximately \$450,000.00.
- \$60,000.00 - \$100,000.00 in non traditional training.
- \$13,500.00 will go to corrections – have a hard time getting applications to use the funds – may drop it altogether because of lack of interest.
- \$356,000.00 for state initiatives to better educate – maybe more funds will be used to train teachers.

Meeting was Adjourned at 5:05 p.m.

Call to Order: Feb. 23, 2007 Meeting hammered to order by Chairman Ware at 8:05 a.m.

Welcome: by Chairman Ware

For explanation to the new members on board, there was no gavel when Chairman Ware became the chairman, so, being in the construction business he brought a 2x4 and hammer. Chairman Ware introduced Mr. Monteith.

Collaboration Committee Report: Report by Mr. Heilbrun

- Report on Summit planning.
- Meeting will be held in Jackson Wyoming.
 - Key speakers have been arranged –a lot of exciting speakers and roundtables.
 - WAFI report will be in the business part of the meeting.
 - Hoping for excitement and accountability – would like Council to hold the facilitators accountable and make sure the follow up meetings happen.
 - One of the things we need to rely on Council for is to go back to community and talk up the summit. If we have a goal as we leave today – please market and invite your communities to attend.
 - Make appointments with social clubs, chamber of commerce etc to talk about the summit.
 - Mr. Heilbrun reported he is putting a package together to give the Council member who brings the most to the summit.
 - Mr. Rieman directed Council to look at the website as we look for attendees please focus on businesses – there will be a lot of representation from educators and agency.
 - Council will meet May 30.
 - Senator Enzi has been invited to the Summit.
 - Keynote speaker is Howard Putnam, he is the former CEO of Southwest Airlines, successful author – only CEO to bring an airline into, through and out of bankruptcy.

- Snow King is contracted for the Summit and has room rates three days before and three days after at \$79.00 per night.
- In the past we've had funds from the Summit to cover the fees for Council, if we do not this year we'll go to the 15% committee for funding of the Council.
- Mr. Rieman will contact the University about registration for Council.
- Last year we were under 250 businesses in comparison to 350 attending in 2004. We want to push business attendance.

Mr. Reis would like copies of Mr. Heilbrun's handout to be able to e-mail to his board.

ACTION: Mr. Anderson made the motion that the cost of registration and hotel rooms for the night of the conference be covered for the Council members. Mr. Wells seconded the motion. **Motion passed.**

Mr. Rieman challenged Council to bring 5 – 10 businesses each.

Governor Freudenthal: Chairman Ware welcomed Governor Freudenthal to the meeting.

Governor Freudenthal commented to Council:

- Extended his appreciation to all willing to serve on this Council. He stated it is always gratifying to find people to serve on the boards and commissions, this role is a very important part of how we do business in Wyoming.
- There are a number of companies that want to start some big things but there are two problems – workforce and housing.
- One of things this group is involved in is the McMurray training center – if you build it and have a relationship with the private sector they will use it.
- As you think about programs spend more time conveying sense of urgency.
- He hears from leaders in Wyoming, there are problems with roads, child care, some people know this – but so many don't understand the urgency of the issues that we will be facing – this Council has opportunity to talk to their communities.
- Convey to people – times are good – the question is, can we make them better? Wyoming has a theme of excellence – where will we be 20 – 30 years from now. Next 20 – 30 years shift on coal is going to be different than it is today.
- Workforce is incredibly serious. It's in every community – we have to act – we can't sit around and watch.
- The Governor thanked Joan for joining DWS.
- The Governor complimented Chairman Ware on his ability to accomplish great things for the state and in Washington D.C. effecting National policy and putting in good words for programs and grants for the state.

The Governor asked for questions/comments:

- Mr. Rieman thanked the Governor for being here.
 - Agree with the Governor – we need to invest in youth in the state now.
 - 50 years from now we'll have no middle age people. - Generating wealth in the state is not only for us but for future generations.
 - It's important to convey the message that the younger generation is worth investing in.

15% Committee Report: Report by Ms. Fleming Dinneen

- Hand out was shared with Council with recommendations for reviewing requests for use of 15% monies from the private sectors.
- The 15% committee does not want to review the content of the requests they just need to be sure there are monies available. With a committee to review the requests, we can look at strategies and what is best for the state of Wyoming.
- There will be a sub-committee to review the requests, then the 15% committee will vote on the requests.

15% committee would like to entertain the requests that we have to date for use of 15% monies – unless Council releases an RFP it takes time for outside requests. Mr. Rieman informed Council that most of the requests come to DWS and the staff determines if there is some way to handle requests. Mr. Rieman directed Council to Tab 8 "Outside Financial Requests of the Council" guideline sheet. If the Council is comfortable with the outlined procedure we'd like to continue in this manner.

ACTION: Mr. Van Horn made the motion to follow the process as outlined. Mr. Reis seconded the motion. **Motion carried.**

Ms. Pomeroy asked when reviewing the application it is determined the request is not a duplication. The Sub-committee will not know all the information that has been before the Council in previous years so input is important.

Policy Analyst Intern Request: Mr. Rieman directed Council to Tab 8 and the internal request for funds for a Policy Analyst Intern. He stated the form would be the same for internal and external, but would like to use a special process for internal requests. Mr. Rieman reviewed the request with Council:

- State of Wyoming A & I division has a program in the summer to hire interns
- 520 hours of time is paid with FICA @ \$8.00 per hour.
- People using an intern are asked to pay higher.
- Application requests pay to be \$12.00 per hour plus FICA.
- Inter would be for the whole summer and won't \$4000.00.
- A & I will pay \$4500.00 the total should not go over \$8500.
- Request is for the additional funds to pay \$12.00 per hour plus FICA.

ACTION: Mr. Van Horn made the motion to approve the Policy Analyst Intern request submitted by Mr. Rieman as provided in Tab 8. Mr. Scriven seconded the motion.

Discussion: Mr. Reis queried whether this is a stop gap or do we really need more support? Mr. Rieman stated it would depend on how the summer goes – he may come to Council with further recommendations. Mr. Van Horn queried whether \$12.00 per hour is competitive. Mr. Rieman stated he'd researched and a law student intern is only being paid at \$8.00 an hour at the Attorney General's office. Mr. Reis stated the intern for WBC is paid \$12.00 per hour. **Mr. Reis requested we put this topic on agenda in September to determine if we need additional staff. Motion carried.**

Ms. Fleming Dinneen directed Council to Tab 8 – page 1 – Summary Report:

- Changes incurred from last quarter based on Council discussion:
 - Added three areas – regard to discretionary funding we receive – line item 15 is added for \$2,000.00 additional dollars that was paid in last quarter.
 - Line item 16 was added for National Governor's meeting \$4,516.00 and has been paid in the last quarter.
 - Line 17 has to do with funding for the Senior Employment Program which occurred in Feb. 06. Just started incurring the costs which have not been expended yet.
 - **Mr. Rieman is going to look into how much of this funding is going to be expended of the \$700.00.**

Expenditures report – column E on report.

- Notice there is a change in the activity related to DWS service specific activities.
- Lines 1 – 9 on summary activity to proving the services – we are in the process of program evaluations.
- Line item 7 is program evaluations which we are in the process of going through a data monitor. We'll be visiting all local offices and looking at information given and monitoring the WIA activities.
- Line item 6 you'll see activity to One Stop Centers – this is activity with ES and working with community college commission.
- Career cluster & workforce alliance and activity working with the Summit – this is ES activity.
- Line item 11 pertains to activities specific to Council, the monies for the intern will come out of this line item. The request was not to take the funds from the discretionary funds.
- The Council charges are detailed on page 3 of the report.
- Mr. Rieman apologized the funds for the intern is not from discretionary funds, however, we had set aside for a position and a half for a Policy Analyst. The funds for the intern will come from funds that were already set-aside funds. Thought it would be best to bring it to Council so they are aware of what we are doing.
- Page 4 is the breakdown of discretionary funds.
- Page 4 also details for grants approved in 2005.
- At the beginning of year we had not reimbursed funds for the 2006 summit, we have now done that in Nov. 2006.
- Career guidance RFP notations are here.
- Page 5 – breakdown of balance remaining by program year – present this info so that we can make sure we are adhering and utilizing the oldest money first. Based on DOL requirements we will be in good standing of spending the funds given in a timely manner.

ACTION: 15% committee recommends to Council the report be approved. Mr. Scoleri made the motion to approve the 15% Financial Report with expenditures and noted comments. Motion seconded by Mr. Anderson. **Motion passed.**

Communications Committee Report: Mr. Engel Reported to Council on Community Patterns Study and 2007 Workforce Report:

Community Patterns Study:

- Commissioned LMI to do study in counties around the state, the hard data was 95 pages.
- Rather than giving the entire report to the public we put together the flow charts and condensed information.
- Chairman Ware noted the handout is wonderful and user friendly.
- There is a web-site prepared with raw data (i.e. people will be able to look at the raw data on the web site to help them prepare a grant request).
- From driver's license for location and residence
- Their work location was obtained from tax files – compared individuals and tax records i.e. reside in Casper but work in Sweetwater so it would involve commuting and possibly temporary
- There are lots of uses for this, DOE uses it for a purpose different from housing (i.e. can we count on labor? What is the existing pattern? What are average wages of people commuting?).
- A lot of times these are people who have not established residency. Mr. Harris stated we could expand this study some more as we develop MOU's with other states.
- Where is the variable of out of state workers? 2000 cars a day come from Idaho into Teton County – it could be as many as 8000 people because they commute together. If this gets used for employee housing – it is not telling us whether we need housing. We realize there is some mis-match.

2007 Workforce Report:

- The product is a much more vogue look – that “us” 20+ people will be drawn to.
- The magazine will be out before the summit.
- Marketing ideas – trying to get alumni from colleges – crating a web version – to be all on the web – click through page by page – hope to be able to distribute to colleges, etc. We are going to use in two communities as a pilot.
- This report and the study were commissioned with the LMI grant.
- Mr. Heilbrun commended Mr. Richardson and marketing people on a job well done!

ACTION: Mr. Heilbrun made the motion to approve the 2007 Workforce Report. Mr. Reis seconded the motion. **Motion passed.**

Workforce Development Training Fund Update: Ms. Campagnaro, Administrator of Business Training & Outreach reported to Council through Mr. Hawkins, Program Manager of WDTF. Mr. Hawkins shared a printed report with Council.

- Applications total as of this morning 1.5 million dollars and we have contracted with 213 businesses.
- Biggest user is the medical industry – get two – three applications a day for medical training.
- Comparison of this report to the one that was done a year ago is that regionally it falls into the same trends it has in the past.
- A collection document has been created in response to questions a few months ago when asked how we account for bad debts in the training fund on page 2. Page 3 shows what is outstanding now and what is old debt. Mr. Hawkins reported he has a meeting with Attorney General's office to determine what to do with the funds that are not collected at this point. The \$65,000.00 represents four contracts, the other three contracts were written to one company who immediately left town after getting the funds – the company is currently waiting extradition back to Albany County – then we get our turn.
- A year ago we had 50 open contracts – today we have 410 business training grants open.
- [Mr. Heilbrun suggested from a marketing standpoint sometime in late summer we need to effectively communicate with legislators as to the success of this program.](#)
- Percentage of providers – community colleges – 5.5% - it has been this same for the last 9 years – we need to help them focus more on community colleges – this partnership is important.
- We are utilizing funds at about the same rate but more people are using the funds.
- 83% of the training is done by private trainers.

[Mr. VanHorn requested a copy of marketing report from meeting in Douglas.](#)

Youth Council Report – Report by Ms. Moore

- WIA – broken into series of pools of money for training adults, dislocated workers and youth (older youth and younger youth).
- Workforce centers deliver services as well as partners across the state to help especially high risk youth be successful and continue on with post-secondary education.
- Much training is on the job placement and employers working with at-risk students.
- We are very fortunate to have Mr. Biggs on the Council – he works at our Cheyenne center with youth.
- The quarterly reports are done for the WIA funds. We have had success this year in meeting our performance measures.
 - DOL puts together common measures they feel the programs should perform at – we have to meet these
 - Literacy is one issue that will be looked at this year.
 - Then youth diploma or equivalency rate and skill rate and entering employment rate.

Ms. Moore reported that right now we are serving more in-school youth than out of school these funds should be focused more on the kids that are out of school – these funds can really work on the students who have dropped out – we are still at the 25 – 30% drop-out rate.

Career Guidance Update: Report by Mr. Rieman: Mr. Rieman shared a handout of information on the Career Guidance Grant. Of the \$150,000.00 set aside, \$50,000.00 are divided into three different communities, we funded four proposals at different levels – shown on page 4 – listing of four schools – Hulett, Riverton, Jackson & Lusk.

- Conference calls have been scheduled to stay abreast of the status.
- Teresa Brown from Hulett came to meeting – they are about to take a group of kids around the state to look at employment opportunities to consider within the state. Part of the program in Hulett is a log furniture business – we are going to try to bring them to the Summit to have them set up their program so people become aware.
- Fremont school district is using the grant for job shadowing experiences, going on tours but they are having trouble spending money – thought they'd spend money on substitutes and hotels but they are finding the districts are picking up the tabs for a lot of the expenses – so they've contacted DWS with new ideas of how to spend the funds for a longer term than a year. Mr. Rieman requested they send the ideas so Council can look at what they want to do.
- Lovell has new administration and they wanted to wait before they do anything with this grant. If we do not receive a response soon, we will decide what to do to end the contract.
- Teton County is moving along. They will have a DVD tool kit similar to the Oil & Gas kit that is handed out. They wanted to do something different than tours – but Mr. Rieman is pushing them to get the students out to see what else is available in Wyoming.

Chairman Ware reported that Council has become aware that most of the school counselors in the state are spending most of their time on crisis issues and personal problems. With this load, they don't even talk about workforce or careers – so we put together a pilot grant program that would help schools educate students on careers in Wyoming.

Future Project Development & Training – Report by Mr. Rieman,

- NAWB has different trainings that are available to Council.
- [We'll look at having one come to the September Council Meeting.](#)
- It is free training to us because we are members of NAWB.

RFP Training for Council Mr. Anderson has asked for training for future RFP's.

- Council is concerned about reading requests and what to do with them.
- In building the RFP's we set the guidelines and scoring system.
- We do need to build the guidelines within the Council and making scoring requirements, etc.
- Mr. Rieman should be responsible for RFP training – this is an opportunity to be able to design the scoring requirements for RFP selection.

Apprenticeship Taskforce Report by Mr. Anderson:

- In early 80's the union's construction trades did all the training – they lost all their training.
- For 20+ years there has been no training and now everyone is retiring.
- Now there's a problem – utilities, railroads, mining etc hire away the people that have gone through apprenticeship training because building and trades cannot compete with the wages the others pay.
- It's typically a four year training they are unable to recruit.

- Journeymen need to leave time from a job to train the new people in apprenticeship.
- This fall BTO met with a small representation of apprenticeship programs and only 330 are registered.
- There are great opportunities but we need more trainers and more trainees. No one has the funds to recruit or to train. Trying to get some legislative action to help but it takes a lot of time to work with them and they don't have the manpower to do that.
- Mr. Anderson is hoping Council and DWS will take the task to put legislative action put together for submission for a second year.
- Only way to train an electrician is to put into an apprenticeship.
- Can't train these people in a short week course – it is a four year program.
- The state requires so many hours to be taken before they can be a journeyman. Bureau of Labor has requirements also as well.
- Mr. Wells reported the Bureau of Correction and Training does not allow construction training to be less than four years.
- Mr. Herrmann stated he set up an apprenticeship program and set it up as a performance base set own standards through the BAT.
- Chairman Ware shared that WCA changed their apprenticeship to be competency based it took three years to change the requirements. They use a national test and if they are proficient and test out they pass. They still need 1650 hours but it is easier.

Mr. Anderson requested of the chair that a sub-committee of three to four people be put together to look at legislation in conjunction with the department to take to legislators next re-work issues and get everyone together to talk about training needs.

Keep Karen Swindell at DOL involved in this.

Apprenticeship Task Force Committee: Rocky Anderson stated we need over six – seven months working on better connection – bring legislation based on what was learned obtain feedback from legislators as to why not passed Council members on this task force are:

- Kristin Wilson
- Mark Herrmann
- John Hastert

Committee will report back to Council in May on findings and recommendations. They will work through Mr. Rieman.

Review of outside funding requests Committee: 15% Committee will score and make recommendations to Council. Three people are needed on this sub-committee to meet by phone. Council members on this committee are:

- Christie DeGrendele
- Tim Wells
- Jon Conrad

<p>ACTION: Mr. Scoleri made the motion to adjourn. Ms. Fleming Dinneen seconded the motion. Motion passed, meeting was adjourned at 11:45.</p>
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