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WYOMING WORKFORCE DEVELOPMENT COUNCIL
MEETING MINUTES

May 27, 2008, 10:00 a.m.

Laramie, Wyoming-UW Union Senate Chambers

Council Members Present:

Teri Wigert

Dr. Ray Fleming Dinneen

Katie Long

Senator Cale Case

Joan K. Evans

Christie DeGrendele

Dr. Jim Rose

John Jackson

Amy Bishop

Laurie Latte

Mark Herrmann

Dr. Kevin E. Drumm

Peter Reis

Leonard R. Scoleri

Curtis Biggs

Jon R. Conrad

Kristen Wilson

Gary W. Child

Dave Scriven

Council Members Absent:

Alan "Rocky" Anderson

Bob Jensen

Dr. Jim McBride

Bill Pannell

Representative Dan Zwonitzer

Representative Amy Edmonds

Bruce Brown

Jim D. Engle

Bryan Monteith

Tim Wells

Dave Freudenthal

Senator John Hastert

Tony Lewis

Dr. Walt Nolte

Charles Ware

Others Present:

Lisa Osvold, DWS Deputy Director; Jerimiah Rieman, DWS Policy Analyst; Cynthia Sandoz, WWDC Recording Secretary; Angie Buchanan, DWS Fiscal Staff; Mark Harris, Department of Employment; David McNulty, USDOL/VETS, and Phil Van Horn and Jessica Binning of ALIGN.

Wyoming Business Council Present:

Gary Negich, Karla Fiebelkorn, Cliff Root, Matt Mead, Jim Davis; Mark Willis; Diane Moser; Shawn Reese; Cindy Garretson-Weibel; and Steve Elledge.

Call to Order

Dr. Ray Fleming Dinneen called the meeting to order at 10:14 a.m. and conducted the meeting in the absence of Mr. Scriven, WWDC Chairman, who was delayed.

Welcome and Introductions

Ms. Fleming Dinneen asked all in attendance to introduce themselves.

Approval of Agenda

The agenda was amended to include a discussion and review of 501(c) 3, the 2009 Governor's Summit on Workforce Solutions, and the Fremont County Workforce Hosing Project to be discussed after the topic, "Committee Naming and Member Assignments".

Mr. Conrad moved to approve the agenda as amended. Ms. DeGrendele seconded the motion, and it carried.

Approval of February 14-15, 2008 Minutes

A motion was made and seconded to approve the minutes as written. Joan Evans, DWS Director and Council Member, brought a possible error to the councils' attention.

Council members agreed that a correction be made to the minutes on page three (3) the last sentence in the second paragraph under the subtitle, "Strategic Planning Session in April" where a period was inserted at the end of the last sentence.

Ms. Latta moved to approve the February 14-15, 2008, minutes as corrected. Mr. Jackson seconded the motion, and it carried.

At this time Mr. Scriven, Chairman, arrived and conducted the rest of the meeting. He thanked Ms. Fleming Dinneen for conducting the meeting in his absence.

Council Member Profiles

Mr. Jackson – Mr. Jackson was born in Alaska and educated in Texas. After several years in industry, he returned to academe and received a PhD in management and organization from the University of Colorado. Currently, he is Head of the Department of Management and Marketing at UW's College of Business. Mr. Jackson is the author of over 50 articles and papers and seven college texts. His co-authored Human Resource Management is the world's best selling college text in the HR field.

Mr. Rieman – Mr. Rieman said that he was originally from Lander and then moved to Colorado. In 1994 he moved to Riverton where he graduated from high school. He worked at Boysen State Park, attended CSU in 1998 and studied abroad in New Zealand and graduated in 2001 with a degree in natural resources.

Mr. Biggs arrived at 10:35 a.m.

Presentation and Discussion of Strategic Doing

Mr. Van Horn and Ms. Binning reviewed the final Strategic Doing Report which was a product of the April 2-4, 2008, WWDC retreat held in Saratoga. They provided every council member a notebook which contained the report.

The purpose of the retreat was to generate understanding and consensus among council members regarding the mission and goals, and to develop immediate objectives and strategies to be achieved by August 2010.

Mr. Van Horn reviewed five goals that were established by the Council at the April Retreat:

- The Council will be the recognized authority for workforce issues in Wyoming
- The Council will drive workforce training and education initiatives within the state
- The Council will be comprised of committed members who ensure good governance and who advocate the mission, goals and objectives for the Council
- The Council provide oversight of financial and compliance accountability
- The Council establish and maintain effective communication and administration channels

Mr. Van Horn considered observations and recommendations from the retreat. He stressed the importance of strengthening private sector representation, attendance by Council members at WWDC meetings, reviewing the Strategic Doing Plan at the end of the first and second years, getting the Governor to publicly reaffirm the Councils' authority in regard to Goal 1, and to enhance marketing on the Councils' and DWS' websites about the Youth Council and its function. He also recommended having an annual orientation and training for all Council members, scheduling different lengths of times for council meetings, placing orientation materials and organization and communication charts in Council member's manual, and changing the term, "oversight" to a more generally accepted private sector term.

Mr. Ries, requested that the WBC meet with the Council in working on Sector Strategies mentioned in Goal 2.

Mr. Scoleri recommended that the Council review the strategic plan once a year; Mr. Scriven agreed.

Mr. Van Horn thought the Council was aggressive with its goals and asked what they would do for an encore. He was impressed by how professionally the Council members work together.

Mr. Scriven and Jerimiah thanked Mr. Van Horn and Ms. Binning for the presentation and their work on the Strategic Doing Report.

Joint Lunch with Wyoming Business Council

The Council called for a recess then continued the meeting with a working lunch at 11:31 a.m.

Mr. Scriven welcomed members of the Wyoming Business Council, who had joined the WWDC for lunch and briefed them about the WWDC Saratoga retreat and its success.

He explained the WWDC goals and changes to WWDC membership to include representation from more industries such as the coal, tourism, oil and gas, agriculture, and health care industries.

Mr. Rieman reviewed Sector Strategies [Tab 2] in the Council meeting notebook and asked the Council to take on two or three sectors.

Mr. Scriven asked where the WWDC and WBC go as far as the relationship between the two councils.

Mr. Davis, from the Business Council, suggested that a fact sheet describing what the WBC is all about be placed in WWDC orientation packets.

There was discussion regarding unskilled labor and a lack of retail in Gillette along with how to obtain enhancement money concerning this issue. Mr. Scriven asked the WWDC Executive Committee to meet with the WBC to develop a plan to work together to go in the same direction.

A ten-minute break was called at 1:50 with the meeting reconvening at 2:05.

Committee Naming and Member Assignments

At this time, Mr. Scriven and Mr. Rieman reviewed new committee assignments. Mr. Rieman said that this realignment was presented at the Saratoga retreat. The committees are:

[See Tab 3 in Council Meeting Notebook for assignments.]

- Sector Solutions
- Talent Pipeline
- Youth Council
- Communications
- Evaluation
- Executive Committee

Mr. Scriven said that the committees are to meet monthly.

Mr. Reis moved to approve committee assignments. Ms. Wigert seconded the motion, and it carried.

Financial Report

Leadership Wyoming Class 2009 – Mr. Rieman said that he was accepted to attend Leadership Wyoming Class 2009. He asked the Council for \$2,500 to cover the cost of the class.

Mr. Scoleri moved to cover the cost of the Leadership Wyoming Class 2009.

Quarterly Report – Mr. Scoleri moved to approve the PY2007 281 15% Budget Report. Mr. Reis seconded the motion, and it carried.

PY 2008 Budget – Dr. Ray Fleming Dinneen moved to approve the PY2008 budget. Teri Wigert seconded the motion, and it carried.

Ms. Evans thanked Ms. Buchanan and Mr. Rieman for developing the financial format for the financial report.

Workforce Innovations Foundation 501(c) 3

Because there was not a current copy of the Workforce Innovations Foundation 501(c)3, Mr. Scriven requested that this be tabled.

Fremont County Housing Project

Mr. Rieman informed the Council that Kirkham and Associates, LLC had requested an extension of their completion date to September 30, 2008. The original project completion date was set as May 30, 2008.

Council members asked if there were other extensions requested; Mr. Rieman stated that this was the only one.

The Council considered the request and determined to deny it. **Ms. Latta moved to deny the extension. Mr. Jackson seconded the motion, and it carried with eight ayes and seven nays.**

2009 Governor's Summit on Workforce Solutions

Mr. Rieman asked the Council if they wanted to keep the traditional dates for the Governor's Summit on Workforce Solutions. Council members discussed whether to hold the Summit every other year instead of yearly, to combine the Summit with the WBC's Expo, or to combine it with other meetings so as to attract more businesses.

Ms. Evans reminded the Council that WEDA adjusted their schedule to combine their meetings with the Summit. The Council decided to consult with WEDA and other groups to determine if they would like their meeting in conjunction with the Summit.

Mr. Reis moved to have the Summit in 2009 with Mr. Scoleri seconding the motion. The motion carried.

Next Meeting

The next meeting will be in Sheridan, September 18-19.

Adjournment

The meeting adjourned at 3:20 with Council members and DWS staff going to attend the Wyoming Chapter of the National Association of Housing reception.

Respectfully submitted by,

Approved by,

Cynthia Sandoz
WWDC Recording Secretary

Dave Scriven
WWDC Chairman