



**Alaska Workforce Investment Board  
Executive Committee**

**Tuesday, March 13, 2012 – 1:30 p.m.**

**Teleconference: 1-888-354-0094, Conference ID#4461969**

**Meeting Minutes (Draft)**

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**Call to Order** ☒ Jim Lynch, AWIB Chair; ☒ Michelle Zenger, AWIB Vice Chair; ☒ Doug Ward, WR/EP Chair; ☐ Jim Laiti, PP Chair; ☒ Ken Peltier, AE Chair; ☒ Linda Hulbert, Legislative Chair; ☒ Chris Gregg, Youth Council Chair

The meeting was called to order at 1:41 p.m.

**Staff** – Jeff Selvey, AWIB Executive Director (telephonically); Louise Dean, AWIB Program Coordinator; Marcia Olson AWIB Education Specialist; Gerry Andrews, Apprenticeship and Pipeline Training Coordinator

**Guests** - Mike Shiffer, DBP Assistant Director; Paul Dick, ESD Director

**Approval of Agenda**

MOTION to approve agenda by Doug Ward

Seconded by Michelle Zenger

Vote taken

MOTION carries

**Action Items**

**Discussion Items**

1. Report from Juneau AWIB Meeting

- Jeff Selvey
- Jim Lynch
- Michelle Zenger

There was discussion after reports about the lack of participation of AWIB members on the second day of the February AWIB meeting. Jim Lynch will draft a letter to AWIB members about responsibilities.

2. Agenda Discussion Item for May AWIB Meeting – Topics/Reports

Ex Co members will send topics for discussion items to Jeff Selvey by close of business on Thursday, March 15<sup>th</sup>.

3. May AWIB Meeting Location

The meeting will be held on May 9<sup>th</sup> at the Operators Employers Training Trust in Palmer.

There will be an opportunity for networking from 5:00 p.m. – 6:00 p.m. There will be an Ex Co meeting open to AWIB members on May 10<sup>th</sup> from 8:30 – noon in the Anchorage Chamber of Commerce board room (if available)

MOTION to have the AWIB meeting on May 9<sup>th</sup> at the Operating Employers Training Trust in Palmer and the Ex Co meeting on May 10<sup>th</sup> at the Anchorage Chamber of Commerce board room by Doug Ward

Seconded by Ken Peltier

Vote taken

MOTION carries

4. Action Tracker AWIB – no discussion
5. Ex Co Face to Face Historical Tracker – no discussion

6. Five Year Plan Extension – Mike Shiffer

Mike Shiffer, Assistant Director of Division Partnerships gave an update to the Ex co on the new strategic plan. He indicated we are waiting on counsel from ETA. The DBP will prepare a letter requesting an extension for submitting the plan. The original submission date is April 15<sup>th</sup> and we need more time to prepare the plan. Mike will give an update at the May AWIB meeting and tasks will be assigned to committees.

7. Oil Gas Training Plan Update – Gerry Andrews

Gerry Andrews, Pipeline training Coordinator gave an update on the Oil and Gas Training Plan. Gerry will provide the statutory reference and draft executive summary to the Ex Co members.

MOTION to go in to executive session by Michelle Zenger for the purpose of strategic discussion for the May agenda

Seconded by Linda Hulbert

Discussion – it was decided to allow staff to stay in the meeting during the executive session

Vote taken

MOTION carries

The executive committee went off the record at 2:50 p.m.

The executive committee was back on the record at 3:23 p.m. They discussed the May agenda and communication with the governor's office.

8. Committee Assignments

**Other Items:** Questions from AWIB Members

**Adjournment:** Next Ex Co Meeting April 10, 2012

Meeting was adjourned at 3:25 p.m.

## Action Tracker – March 13, 2012 Executive Committee

WHO	WHAT	DUE BY	STATUS
Ex Co	Send topics for May AWIB meeting agenda by close of business on Thursday, March 15	3/15/12	Staff sent a reminder/request to Ex Co members extending the response deadline – no replies
Louise	Prepare draft Ex Co meeting minutes	3/20/12	done
Gerry	Send statute and oil and gas executive summary to Ex Co	3/14/12	Gerry sent to Louise – sent to Ex Co members
Mike Shiffer	Provide update on 5 year strategic plan to AWIB	May AWIB meeting	AWIB staff working with DBP
Jim Lynch	Draft letter to AWIB members about responsibilities		