



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Alaska Workforce Investment Board Meeting
Travel Lodge
Juneau, Alaska
January 29-30, 2014
MINUTES

Wednesday – January 29, 2014
Roll Call – Quorum was present

Board members and Designees in attendance

			Both Days	1/29 Only	1/30 Only
Corey	Baxter	Organized Labor	x		
Bruce	Bustamante	Private Sector	x		
Dianne	Blumer	DOLWD Commissioner			
Florian	Borowski	Business/Industry	x		
John	Cannon	Prof Dev Disabilities	x		
Rodney	Brown	Organized labor	x		
Deantha	Crockett	Private Sector	x		
Charles	Edwardson	Native E/T Org	x		
David	Alexander	Adult Basic Education	x		
Jim	Lynch	Business/Industry	x		
John	MacKinnon	Private Sector	x		
Helen	Mehrkens	DEED Designee			
Joey	Merrick	Organized Labor		x	
Joseph	Jacobson	DCCED Designee	x		
Ken	Peltier	Post Sec Ed/Voc/Ind	x		
Peggy	Cowan	Secondary Vocational Ed	x		
Pearl	Strub	Business/Industry	x		
Fred	Villa	University of Alaska	x		
Terry	Wanzer	Private Sector	x		
Doug	Ward	Business/Industry	x		
Mike	Woods	Public Education	x		
Corey	Baxter	Organized Labor	x		
Krishna	Loescher	Private Sector	x		

Board members absent or excused

Charles Edwardson
Helen Mehrkens

AWIB Staff in attendance

Nancy Dahlstrom, Executive Director
Louise Dean, Program Coordinator

Jobs Are Alaska's Future

Welcome - Commissioner Blumer

Thanked the staff for pulling the meeting together, introduced the staff for the Commissioner's Office, board's role in the next meeting regarding the grant process.

Leadership Reports

AWIB Board Chair - Jim Lynch

Chair Lynch indicated there were several new board members and the goals should be to try and build consistency and create processes to move forward at an effective pace.

AWIB Executive Director - Nancy Dahlstrom

Executive Director Dahlstrom reported new committee structures had been established. She reminded board members that APOC reports were due March 14th.

Oil and Gas Workforce Development Plan – Wanetta Ayers, Director, Division of Business Partnerships, DOLWD

Wanetta handed out a draft of the Oil and Gas plan saying she would give a more detailed presentation tomorrow. She is working towards putting the document out for public comment but would like Board comments as soon as possible.

Regional Updates - Board Members

Board members discussed various projects in their regions.

Budget Review - Paloma Harbour, Director, Administrative Services Division, DOLWD

Paloma: FY2015 budget, update on Technical Vocational Education Program, services have been split out, challenges: meeting our mission of a trend Alaska labor force, declining fed revenue and increasing, 185 million dollars is our budget, grants and contracts with other state agencies, workforce development used to be 66%, outlining operating budget changes. Reduced funding, unrestricted general funds and interagency authority. Reduced by 4.9 million dollars, primarily in the grants line, requesting 125 thousand in funds to help support the Alaska Job Center Network. Gasline Training Position was taken away. Filled while we still have the position and the funding, Commissioners office will take over the work once the position is gone. Capital budget: 3 capital requests, ADA, Deferred Maintenance (reduce across the state), Public Access Network (trying to establish a network), TVEP: Technical Vocation Education Program: help support technical education, what will the allocation look like moving forward, currently 4 bills, extend current allocation, they could change as they move through the house and senate (HB150, SB93).

Ethics/Board Training – Conflict of Interest - Dave Jones, Senior Assistant A.G., and Jon Woodman, Assistant A.G., Department of Law

Dave Jones: John is the new ethics attorney. Official Action as a board, any interest of immediate family members, broad includes grandparents, aunts and uncles, adopted children and step children. SOA Ethics Information, just an introduction, provisions in statute which can be found in the admin code. Board members area public officers, almost all provisions apply to members. Misuse

of official position, don't use for personal gain or benefit of treatment, using position to obtain employment, using bribes, state time or equipment, can't take or withhold for a financial interest or have it benefit an organization. Admin decision, awarding a contract, admin process, goes to a commissioner, state employees can't go to the commissioner to provide more information. Illustrations with frowns and smiles for easy reference

- ✚ **Improper gifts:** cannot receive gifts if the gift is intended to influence your official act. Gift more than \$150 must be reported within 30 days. Gift less than \$150 must be reported if a reasonable person believes it was given to influence your action.

Written disclosure forms on the site, will report to the Chair, The Chair is the designated ethics supervisor for board members. Alaska is a small state. You should report it if it may have an influence on your official action. Any gift from a lobbyist is presumed to be given to influence you. Does not apply if the lobbyist is an immediate family member. Always air on the side of reporting.

- ✚ **Confidential Information:** May not use or disclose this information even if you leave the board. Not confidential but not public: you cannot use or disclose this information to benefit yourself or an immediate information
- ✚ **Improper influence State Grants:** if the board is taking action to grant an award an immediate family member or you cannot apply for the grant. If a person applies for a grant, that member can't be a part of the decision process. The member should excuse themselves and not be a part of the decision process. You can do this in advance of the meeting. Raise issue with the chair and on the record, the chair makes a decision whether or not you can participate. The board can overrule the chair in this decision. You have to abide by the attorney general's decision. This disclosure applies no matter the size of the organization. The board will subdivide to make sure there is no conflict of interest. After the decision is made and it is not agreed upon, you'll need to go back and clean it up. Possibly revote. There normally isn't a consequence when an innocent act happens. Try to inform and be familiar with the Ethics Act.
- ✚ **Award Decision and making recommendations:** does not bar you from making testimony, but bars you from making a final decision (voting). People may vote for you because they know who you are, but that is something that really can't be avoided. You can't influence someone with gifts on their decision. Just because it's not reportable doesn't mean it's okay. For instance, if you feel someone is taking you out to lunch to influence your decision, you should probably decline the lunch. Sponsors are almost always a gift to the State. Anything under \$50 is generally not intended to influence your decision.
- ✚ **Improper Representation:** When one leaves a board and you had a substantial decision on an organization getting a grant, you cannot not go work for that organization for two years.

For more information, please refer to the Ethics Act provided as a handout. The chair can help you resolve ethics issues and if the chair needs help, Law can assist. If the AG gives advice before the Chair does, you can't ignore the AG's advice.

Grant Review Process - Mike Shiffer

Mike Shiffer discussed the process for grant review and reviewed information in packet. He asked board members to route questions via email to Louise.

Public Testimony – The following individuals signed up for public testimony.

Kris Norris, Icicle Seafood's

Paula Knollenberg, Icicle Seafood's:

Kathy LaCompt, UAS college and career pathways.

Jack Duckworth, Residential Youth Care Inc., Ketchikan

Committee Reports

Chair Lynch explained the committee structure is defined by statute. Florian Borowski discussed the need for clear motions and recommendations. He would like the assessment and evaluation committee to explore formal and informal recognition programs.

Youth Council – David Alexander reported the youth council had meetings and was moving forward.

Workforce Readiness/Employment Placement – Bruce Bustamante discussed the skills needed for new people coming into the workforce. He also discussed barriers to employment, CDL's, failed drug tests, heard from employers of who are concerned and come over those barriers.

Policy and Planning: Doug Ward reported the committee will be looking at prior industries; develop some criteria to take objective looks. The Chamber of Commerce has introduced a similar project. The committee will begin looking at sector strategies, and workforce development plans.

Assessment and Evaluation: Ken Peltier reported the Mat-Su Job Center was recertified and the recertification visit for the Juneau Job Center will take place tomorrow.

Legislative: John Cannon reported there will be 4 or 5 AWIB relevant bills introduced.

Board Action Items

1. Technical Vocational Education Program Report Update - Dan Robinson
Dan reported the TVEP report was still being produced and is due the second week after the legislative session begins. TVEC report is still being produced. It is due 2nd week after session starts.
2. WIA One Stop Provider Designation/Local Area Allocations Resolution 14-01 Wanetta Ayers indicated since the board packet was delivered, resolution 14-02 is not required for the board. Resolution 14-01 identifies under the workforce development act that we can direct no more than 5% under state administration. 5% budgeted by DOLWD, WIA funds. Doug, question regarding a multiple board state, state level and local level, 5% at state and 10% at the local level. Wanetta indicated congress increased the percentage by 8.75%. There are significantly declining WIA funds and the department is working towards efficiencies.
3. Training Provider Performance Report Update - Dan Robinson gave an update on the

Training Provider Performance Report. He indicated the legislature has asked the board to make sure money is spent broadly. The legislature doesn't want all the details; they want to know that something good is happening. Should be a 3-4 page document that recommends action to the legislature.

4. RESOLUTION 14-01

Resolution to Adopt the Workforce Investment Act State Allocation Formula, Effective July 1, 2012-

MOTION to approve by Deantha Crockett

Seconded by Bruce Bustamante

Vote taken

MOTION carries

5. RESOLUTION 14-02 - TABLED

Resolution to Adopt the In-State Allocation Formula for Youth, Adult and Dislocated Worker Funding under the State Allocation of Workforce Investment Act Funds Effective July 1, 2012

RESOLUTION 14-02

Resolution to Adopt the Workforce Investment Act State Allocation Formula, Effective July 1, 2012- This is not needed because we are a single board state.

6. RESOLUTION 14-03

Resolution Regarding One-Stop Recertification for the Mat-Su Job Center

MOTION to approve by Ken Peltier

Seconded by John Cannon

Vote taken

MOTION carries

Senator Lesil McGuire joined the board meeting. She thanked the board for what they do from the legislative standpoint. Discussion/comments during her visit:

John MacKinnon comment- DOL budget is not in the finance subcommittee, if you have a personal relationship with them, make contact with them.

Nancy Dahlstrom: contact them even if you don't have a personal relationship with them, anyone you email on the finance committee make sure you CC your representative.

Staff will draft a thank you letter for board members to send to Senator McGuire.

Board discussion, identify initiatives

Board members that conducted the Juneau Job Center recertification indicated the criteria was met. There was discussion about including the Juneau Job Center in the language of Resolution 14-03 which recertified the Mat Su Job Center. .

MOTION to reconsider Resolution 14-03 for the purpose of including the Juneau Job Center in the resolution by John Cannon

Seconded by Doug Ward

Discussion – The heading of Resolution 14-03 will indicate Mat Su and Juneau Job Center. Louise will add the language

Vote taken

MOTION carries

Florian Borowski- opportunities with new members to reflect on and might influence the committee. Provide reflection, thoughts, and suggestions.

John MacKinnon- Senator McGuire with budget issues and the suggestion of concepts of Unemployment Insurance premium that support the job centers. A sliver of each UI dollar can help with the budget short fall.

David Alexander- Was very impressed with UAS and their vocational program and enjoyed the instructors, Jesse and Doug. Very influenced by what they have been able to do with their youth preparation.

Fred Villa – TVEP is an opportunity we have with reauthorization of reasonable measurements for our board to look at. What are the measures that show a center is doing. Info reported to Dept. of Commerce can give us a better understanding of new businesses. Find a way to work with the Dept. of Commerce. Identify meetings for our economic growth for the future.

Joe Jacobson- May be worthwhile, some committee structures and travel schedules and allow for some flexibility. Squeeze a morning during the two day meeting to meet with committees and come back with feedback.

Doug Ward- Board should consider increasing focus on employers who make a demand for labor this is where commerce can assist by helping to identify upcoming employment opportunities. . . Consider writing a letter to Senator McGuire thanking her for her support of the Alaska's Workforce Investment System.

Rodney Brown- He is new and is still learning his role as a board member

Terry Wanzer- Really appreciated meeting and interacting with the Governor.

Florian Borowski- This meeting was regulatory. Meeting with Governor was some of the things we've been hearing. Struck me that we are missing the big picture, economic agenda. Missing the fact that a participant calls in and needs are being met, do we understand that? My answer is no. Career ladders, being a maze, we have to fix that. Those are the things that keep cycling back. We need to figure what we are going to do about it and how. We should be issuing a set of recommendations to the legislature every year.

Bruce Bustamante- Recommend our committee needs to be more progressive acting on issues, bring to the board and commissioner. Do everything reasonable to act on issues. Shift more towards the employer side. Look at make investments to fill those gaps.

Peggy Cowan- Appreciates being on this board, professional welcome. Everyone was warm and welcoming. Energy around the table directed at trying to be strategic in our work. Welcome overlap on the education bill.

Deanna Crockett- Trying to get caught up on what this board does. Topic for later on. Look at the value in identifying are our industries don't know about. How can we publicize what we are doing with other businesses.

John Cannon- Challenge for committee members to focus on the big picture and it can be confusing. Invited to stay at Juneau Job Center recertification helped me personally understand. Encourage everyone to spend time at a job center recertification. Really helps put things into focus.

Joe Jacobson - Good to see how resources are allocated.

Bruce Bustamante- Preliminary recommendations need to hash out more discussion on the barriers to employment.

Doug Ward - Policy and Planning- Thanked committee members. Looking at sector strategies for strategic plans. Recommend that our board awards a recommendation for job center employees and volunteers. Policy and Planning motion to create a letter to thank Senator McGuire's commitment to the Department of Labor, workforce investment board and her efforts. All agreed.

Jim Lynch- Personally thanked everyone for their contribution to the meeting

Meeting adjourned.

Next meeting – May 13 – 14, 2014 Anchorage