



Alaska Workforce Investment Board
Executive Committee
9:30 a.m. – 10:30 a.m.
December 20, 2024
907-202-7104 conference ID 511 173 315#
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MINUTES

THE VISION for the Alaska Workforce Investment Board is “building connections that put Alaskans into good jobs.”

MISSION: To provide leadership and recommend policy, direction, and accountability standards to get Alaskans into jobs.

Call to Order X Patrick Rose, AWIB Chair; X Corey Baxter; Policy and Planning Chair; X Brenda Pacarro

Chair Rose called the meeting to order at 9:30am. A quorum was present.

Introduction of other participants..... Chair Rose

Dirk Craft, Executive Director
Jeff Steeprow, Assistant Director
Rut Ocasio-Lopez, Program Coordinator
Xavien Phillips, Grants Administrator
Leslie Vines, Program Coordinator
Susan Hunter, Program Coordinator
Breanna Cooper, Administrative Assistant

Approval of Agenda..... Chair Rose

MOTION to approve the agenda by Corey
Second by Brenda
Discussion – none
Vote taken
MOTION carries

Action Item(s)..... Chair Rose

- Approval of December 20, 2024, AWIB Executive Committee meeting minutes
MOTION to approve December 20, 2024, Executive Committee meeting minutes by Brenda
Second by Corey
Discussion – none
Vote taken
MOTION carries

- Approval of February 20, 2025, AWIB full board meeting agenda
MOTION to approve February 20, 2025, AWIB full board meeting agenda by Brenda
Second by Corey
Discussion – AWIB staff and board members discussed the agenda
Vote taken
MOTION carries
- Approval of the May 13-15 (Anchorage) and Oct 23 (Anchorage) business meeting dates and locations.
MOTION to approve the dates and location for the business meeting dates and locations by Brenda Pacarro
Second by Corey Baxter
Discussion – Grants Administrator Phillips reviewed plans to have board members review grant applications during the board meeting in May. AWIB staff will provide applications to board members in advance for review.
Vote taken
MOTION carries

Executive Director Update..... Executive Director, Dirk Craft

- **Regional Needs Assessment Draft** – ED Craft shared a brief overview of the report. The report will be reviewed at the February 20, 2025, board meeting.
- **Final AK Workforce Future Plan** – ED Craft shared highlights from changes to the report, pertaining to AWIB.

ED Craft also discussed amending the rules for attendance in the Executive Committee. Craft will add verbiage regarding adding members in the event of vacancies.

Other Business

Board members did not have any other business to discuss.

AWIB staff shared staffing updates to the team.

Adjourn

MOTION to adjourn by Corey Baxter
Second by Brenda Pacarro
Discussion – none
Vote taken
MOTION carries

The meeting was adjourned at 10:04am.

Next Executive Committee Meeting – March 11, 2025 – 1:30 p.m.