



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska Workforce Investment Board

Executive Committee

1:30 p.m. – 2:30 p.m.

October 10, 2023

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 Mari Selle, AWIB Chair; x Patrick Rose, Vice-Chair; x Anthony Ladd, AE Chair; x Corey Baxter; Policy and Planning Chair, x Brenda Pacarro; Former Chair

The meeting was called to order at 1:31pm. A quorum was present.

Introduction of other participants..... Chair Selle

- Dirk Craft, Executive Director (ED)
- Rut Ocasio-Lopez, Program Coordinator
- Xavien Phillips, Grants Administrator
- Shena Marcil, Program Coordinator
- Leslie Vines, Program Coordinator
- Sean Pierce, Program Coordinator
- Christina Young, Grants Administrator
- Breanna Cooper, Administrative Assistant

Approval of Agenda..... Chair Selle

- Motion to approve the meeting agenda by Anthony Ladd
- Second by Corey Baxter
- Discussion – none
- Vote taken
- Motion carries

Action Item(s)..... Chair Selle

- Approval of September 12, 2023, AWIB Executive Committee meeting minutes
- Motion to approve the September 12, 2023, AWIB Executive Committee meeting minutes by Corey Baxter
- Second by Patrick Rose

Discussion – none
Vote taken
Motion carries

- Approval of November 1, 2023, AWIB Full Board Meeting Agenda

Motion to approve the November 1, 2023, AWIB Full Board Meeting Agenda by Patrick Rose

Second by Corey Baxter

Discussion – Committee members discussed desired changes to the draft agenda. ED Craft made recommendations based on committee members' changes and AWIB staff provided an updated agenda. All parties agreed that the meeting will dovetail with the preceding industry-led convening with a focus of establishing AWIB's post-convening role. The committee put the revised agenda to a vote.

Motion to approve the amended agenda for the meeting on November 1 by Patrick Rose

Second by Corey Baxter

Vote taken

Motion carries

- Approval of the 2024 AWIB Meeting Calendar

Motion to approve the 2024 AWIB Meeting Calendar by Patrick Rose

Second by Anthony Ladd

Discussion – Program Coordinator Ocasio-Lopez provided a brief overview of dates on the 2024 calendar. The committee discussed possible plans for moving full board meetings to other locations outside of Anchorage. ED Craft assured the committee this will be an item on future agendas.

Vote taken

Motion carries

- Approval of Resolution 24-01 In Support of National Apprenticeship Week

Motion to approve Resolution 24-01 In Support of National Apprenticeship Week by Anthony Ladd

Second by Corey Baxter

Discussion – none

Vote taken

Motion carries

- Approval of Resolution 24-02 for the Fairbanks One-Stop Certification

Motion to approve Resolution 24-02 for the Fairbanks One-Stop Certification by Anthony Ladd

Second by Corey Baxter

Discussion – Program Coordinator Ocasio-Lopez provided an update on behalf of AD Steeprow. AD Steeprow and board member Patricia Zugg reviewed the facility on September 14. They reported that the Job Center completed their application and met all the criteria for compliance. Fairbanks was the first location to successfully utilize the new streamlined process.

Vote taken

Motion carries

- Approval of the State Apprenticeship Expansion Formula (SAEF) 5-year plan
Motion to approve the SAEF 5-year plan by Anthony Ladd
Second by Brenda Pacarro
Discussion – Chair Selle requested an overview of the plan. Program Coordinator Ocasio-Lopez reported that this is the first time we have received federal formula funding for apprenticeship and this plan is required. It outlines AWIB’s plan to support Alaska’s relationships between Career and Technical Education (CTE) and school to apprenticeship programs and increase Registered Apprenticeship Programs (RAPs) across the state. Grants Administrator Phillips let the committee know the plan was written in collaboration with AWIB staff and a contracted grant writer.

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

- **Convening Update**
ED Craft provided an update on the Convening. The capacity for the event has been increased. The first day will include industry breakout sessions and a few speakers have been invited. ED Craft will be meeting with Kinetic West to finalize the agenda. The plan is to directly engage the board members throughout the conference. Board members will be set up as table captains during one of the breakout sessions and will be tasked to solicit information from their tables during those sessions.
- **AWIB Fall In-person Meeting**
ED Craft reviewed the revised agenda from the earlier motion and agreed to reach out to Research & Analysis regarding their availability for the meeting.

AWIB Grants Unit Assistant Director, Jeff Steeprow
Program Coordinator Ocasio-Lopez provided an update of the AWIB Grants Unit on behalf of AD Steeprow. To date, most grants are fully executed and a review of award amounts for each program and grantee will be provided at the full board meeting on November 1. AWIB staff will be scheduling monitors for grantees this upcoming quarter. A Grants Unit staff update was also provided.

Other Business

Chair Selle reintroduced the idea of improving the sub-committees, including board training through the sub-committee structure and revitalizing the legislative committee. Committee members and AWIB staff discussed current sub-committees and their roles. The committee highlighted the importance of making an impact in a more effective way and ensuring the sub-committees in place are serving their purpose for the state. Committee members requested a comprehensive description of the roles and responsibilities of each sub-committee, and possible related amendments to the bylaws.

Grants Unit staff provided feedback regarding the Request for Grant Application (RGA) review process. The Executive Committee will make it a priority to assist staff with refining the review process. Discussion included the possibility of an Ad Hoc review committee.

The committee discussed the One-Stop Certification schedule and expanding the pool of board members to assist with the certification process. They also discussed establishing annual priority industry lists to be handled at the Executive Committee level.

ED Craft recommended the board assess desired outcomes and create committee structures to meet them to help maximize the productivity of the committees. The committee agreed with the recommendation and Chair Selle intends to work on this project with Grants Unit staff and board members.

Adjourn

Motion to adjourn by Patrick Rose

Second by Corey Baxter

Vote taken

Motion carries

Adjourned at 2:29pm

Next Executive Committee Meeting – November 14, 2023 – 1:30 p.m.