



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Alaska Workforce Investment Board

Executive Committee

1:30 p.m. – 2:30 p.m.

September 12, 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 Mari Selle, AWIB Chair; Patrick Rose, Vice-Chair; Anthony Ladd, AE Chair; Corey Baxter; Policy and Planning Chair; Brenda Pacarro, Former AWIB Chair

The meeting was called to order at 1:32pm. A quorum was present.

Introduction of other participants..... Chair Selle

- Erin Heist, Executive Director
- Dirk Craft, Governor’s Office
- Jeffrey Steeprow, Assistant Director
- Rut Ocasio-Lopez, Program Coordinator
- Xavien Phillips, Grants Administrator
- Shena Marcil, Program Coordinator
- Leslie Vines, Program Coordinator
- Christina Young, Grants Administrator

Approval of Agenda..... Chair Selle

- Motion to approve the meeting agenda by Patrick Rose
- Second by Brenda Pacarro
- Discussion – none
- Vote taken
- Motion carries

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

- Approval of June 13, 2023, AWIB Executive Committee meeting minutes
- Motion to approve the June 13, 2023, executive committee meeting minutes by Patrick Rose
- Second by Corey Baxter

Discussion – none
Vote taken
Motion carries

- Approval of June 19, 2023, AWIB Full Board Meeting Minutes
Motion to approve the June 19, 2023, AWIB full board meeting minutes by Corey Baxter
Second by Patrick Rose
Discussion – none
Motion carries

Executive Director Update..... Executive Director, Erin Heist
ED Heist provided an Executive Director staffing update. ED Heist will be departing AWIB and Dirk Craft will be taking over the Executive Director position beginning September 25, 2023. Mr. Craft introduced himself to the committee.

ED Heist provided an update on the status of the industry-led Workforce Convening. The convening team has been working with the contracted facilitator Kinetic West to continue pre-convening work. They are in the process of interviewing AWIB members and other key contributors to establish an attendee list and productive agenda that provides cross industry and cross geographic representation. All AWIB members are invited to attend and will be identified during the convening as points of contact and subject-matter experts moving forward.

ED Heist provided recommendations regarding the upcoming AWIB business meeting. With the committee’s approval, it will be held on November 1, 2023, in Anchorage to coincide with the convening. Committee members recommended the Midtown Job Center as a possible venue. ED Heist and the committee discussed several possible items to include on the agenda for the upcoming meeting.

AWIB Grants Unit Assistant Director, Jeff Steeprow/Shena Marcil
AD Steeprow provided a Grants Unit staffing update. There will be multiple new staff members coming on board in September who will be introduced at the next meeting.

Program Coordinator Marcil provided an update on National Apprenticeship Week (NAW). Plans are underway for a job fair style event for employers, hosted by the Grants Unit, to be held at the Midtown Job Center. Additionally, Grants Unit staff intend to participate in other NAW events throughout the week hosted by various Alaskan apprenticeship programs.

Program Coordinator Ocasio-Lopez informed the committee that the Grants Unit is beginning work on the 5-year apprenticeship plan.

Other Business

ED Heist provided the following information to the committee:

- AD Steeprow and Board member Trish Zugg will be traveling to Fairbanks to initiate a one-stop certification for the Fairbanks Job Center.

- AD Steeprow was instrumental in finalizing the non-discrimination plan for WIOA, including taking up the role of Equal Opportunity Officer
- Program Coordinator Ocasio-Lopez and Grants Administrator Phillips will be attending infrastructure meetings to provide information to attendees on AWIB's various competitive grants as well as apprenticeship possibilities.

Chair Selle requested the addition of committee updates to future ExCo agendas for a more comprehensive understanding of each one's progress. She also discussed the further development of committee structures and receiving additional training for the board. AD Steeprow will be providing additional information related to training opportunities at future meetings.

Adjourn

Motion to adjourn by Patrick Rose

Second by Brenda Pacarro

Vote taken

Motion carries

Adjourned at 2:23pm

Next Executive Committee Meeting – October 12, 2023 – 1:30 p.m.