



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Policy and Planning Committee Meeting**

**January 28, 2021**

**01:30 p.m.**

**Teleconference Number: 1-888-354-0094 Conference ID 4461969111#**

**MINUTES**

**Call to Order**  Corey Baxter, Chair  Carin Smolin;  Malyn Smith,  
 Patrick Rose

Meeting was called to order at 01:35 p.m.

**Introduction of Other Participants**

Shane Bannarbie, Grant Staff  
Rut Ocasio, Grant Staff  
Mary Rowland, Grant Staff  
Louise Dean, AWIB Executive Director

Staff called roll, a quorum was present

**Approval of Agenda**

MOTION to approve agenda by Carin Smolin  
Seconded by Malyn Smith  
Discussion  
Vote taken  
MOTION carries

**Approval of December 11, 2020 Meeting Minutes**

MOTION to approve minutes by Malyn Smith  
Seconded by Carin Smolin  
Discussion  
Vote taken  
MOTION carries

**Discussion Items:**

- **Policy and Planning committee duties/Training and Employment Notice 13-20 Advancing a *One Workforce* Vision and Strategy**
  - Carin Smolin stated she likes the vision of the one workforce plan and strategy. She asked if there were changes to policies due to this guidance. She requested an overview from staff.
    - Executive Director Dean explained that the boards current strategies came out of the Workforce Innovation and Opportunity (WIOA) Act of 2014. The document is directed towards Workforce Investment Boards (WIBS) and provides guidance for WIBS support of state job



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centers. Alaska started working on the strategy when the WIOA Act went into effect. Prior to WIOA, job center programs were individualized and separated from each other. The current guidance is addressing the fragmented programs by promoting a unified system of programs.

- Carin Smolin stated it's nice to know that more is being done to assist clients instead of sending them to multiple places.
- Executive Director Dean continues to explain that WIOA improves upon the WIA Act of 1998 by coordinating services in one location. She indicated WIOA is customer as well as employer orientated. Executive Director Dean posed the question, "Are we there and is there room for improvements to the one stop system". A lot of job centers are contracted out in other states. Alaska's Job Center is managed by the state. Currently, the grants unit is cross training staff between federal and state programs. This will help individual staff become familiar with the multiple programs the grant unit oversees.
- Malyn Smith asked, how do we implement the one stop with multiple programs and staff. Everyone will have the same understanding of programs so they can service job seekers on the spot. She added this is interesting because Job Corps is training clients for the workforce. She expressed her ideas of what the board can work on to include, how to develop the one stop and how do we map the job seeker and meet the employer's needs. She mentioned Job Corps trains to fill the needs of the workforce and employers. We must take this into consideration when implementing policy.
  - Executive Director Dean replied, a lot of this is occurring. Job centers have business connections staff working with employers to meet their needs. The Rapid Response program works with employers to reemploy dislocated workers. The Assessment and Evaluation committee certifies job centers. This process includes self-assessments, demonstrated partners, outreach, and other benchmarks that need to be met. Most individuals don't realize that unemployment comes out of the job center and many services are available in the job center. Executive Director Dean agreed with Malyn's idea. She also mentioned this is a living document and Chair Pacarro wants to look at the bylaws and mission statement. These are a result of the 1998 Workforce Investment Act; all operations are based on this and state WIBS were implemented at that time. This guidance provides an opportunity for the board and oversight committee functions to align with WIOA regulations. Executive Director Dean expressed; she was excited about this document because it provides guidance to inform what the board is doing. The programs serve many individuals and it's sometimes hard to distinguish the difference amongst programs. Partnerships and customer satisfaction are a priority. Training needs are changing which may affect the board's priority of industries. The timing of this guidance is good, we have several months to work on this. More information can be shared. We can research and provide it to you.



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- Carin Smolin responded, thank you, and expressed she appreciated the perspective and is pleased to see the intent for coordination of program services. She expressed she is curious to know how the pandemic will continue to affect operations.
- Executive Director Dean responded, when the pandemic started there were many needs that needed to be addressed and technology needs shifted and increased greatly. Education and instruction have changed, it's an occupation and industry that's in demand. We have new and current guidance and information to work with. She indicated she is excited this document is addressed to WIBS. Historically it has been addressed to the states. This is a good reference document when working on strategic vision and mission. Chair Pacarro asked if committees have charters. Currently they don't but the bylaws include committee duties. The guidance will be informative for the board members. Executive Director Dean also expressed that a lot of these responsibilities take place behind the scenes.
- Chair Baxter indicated these are all great ideas and asked other members if they had any additional questions.
  - Carin Smolin inquired if the bylaws are different, and has the language changed.
  - Executive Director Dean specified there have been no changes to the language in the bylaws. All committees are reviewing this to see how to better align with WIOA. There are a lot of policies in place now and we have several months to finetune the bylaws. This guidance can help us improve the language and how we do business.
- Chair Baxter asked, are there any question or concerns.
  - No questions or concerns were raised.

**Other business**

None

**Adjournment**

MOTION to adjourn by Carin Smolin

Seconded by Malyn Smith

Discussion

Vote taken

MOTION carries

Meeting adjourned at 1:58 p.m.

Next Policy and Planning committee meeting – March 25, 2021 at 1:30 p.m. – 2:30 p.m.

Next AWIB meeting – February 25, 2021 at 8:30 a.m. – noon, via Microsoft Teams