

**WYOMING WORKFORCE DEVELOPMENT COUNCIL MINUTES
MARCH 22 – 23, 2005
CASPER HOLIDAY INN
300 W. 'F' ST.
CASPER, WY 82601**

WWDC COUNCIL MEMBERS PRESENT:

Chairman Charlie Ware
Rocky Anderson
John Boreczky
Bruce Brown
Ray Fleming Dinneen
Kathy Emmons
Nicole Palya Freeman
Kim A. Floyd (Designee for Jim Gear)
Jeff Heilbrun
Dr. John Jackson
Dr. JoAnne McFarland
Bret Pizzato
Cynthia Pomeroy
Tucker Fagan
James Rose
Leonard Scoleri
Dave Scriven
Tim Wells
Teri Wigert (Designee for Trent Blankenship)
Rep. Dan Zwonitzer

WWDC COUNCIL MEMBERS ABSENT:

Sen Jim Anderson
Sen. Larry Caller
Sen. Cale Case
Rep. Becket Hinckley
Rodger McDaniel

OTHERS PRESENT:

Dr. Mark Harris
Katie Long
Judy Martin
Dave McNulty
Pete Reis
Mark Willis

DWS STAFF PRESENT:

Glenna Campagnaro
Margo LaHiff
Mike Martin
Edie Phillips
Dave Teubner

Call to Order: March 22, 2005 1:00 p.m. Chairman Ware gavelled the meeting to order with hammer gavel and welcomed all to the Holiday Inn in Casper.

- I. **Approval of Minutes:** Chairman Ware entertained a motion to approve the minutes as written. Rock Anderson made the motion to approve the minutes. Jeff Heilbrun seconded the motion.

VOTE: The minutes of November 9, 10, 2004, Wyoming Workforce Development Council Meeting in Casper, WY were approved.

II. **New Business:**

a. **Staff Changes at DWS:**

Chairman Ware introduced council and new members. New members introduced were Tim Wells, Rep. Dan Zwonitzer as Wyoming Workforce Development Council (WWDC) members and Katie Long as a new member to the Wyoming Youth Workforce Development Council (WYWDC) member. Chairman Ware gave thanks to Nicole Freeman for her work on the council and reported that she is relocating to Washington DC. Her work is appreciated by the council. Staff Changes: Kathy Emmons, Director of Department of Workforce Services (DWS) announced staff changes at DWS. Kim Alexander as new Chief Financial Officer (CFO), Michael Richardson, Chief Information Officer (CIO), both Michael and Kim come to us from the private sector; Jeff White as our new ETSS manager; Bill Turner as our new Workforce Training Developer; Pam Downing has moved from her position as GED coordinator to Senior Workers Employment position; and Mike Martin has been promoted to the Assistant Administrator of Business Training and Outreach (BTO). Kathy announced that the DWS' Policy Analyst position would be available in a couple of days as Nicole Freeman would be leaving the state.

b. **Announcement and Introduction of the new Wyoming Youth Workforce Development Council:** Bret Pizzato introduced all members of the WYWDC shown on Tab 5

c. **Update of Department of Labor (DOL) – Chairman Ware:**

Chairman Ware reported that he and Kathy Emmons attended the inauguration and followed with attendance of the Wyoming-Texas Ball. Wyoming Contractors received 60 tickets to attend the event.

Chairman Ware and Kathy Emmons spoke with Emily DeRocco, Assistance Secretary of the DOL while in Washington DC. Ms. DeRocco was invited to 48 summits in 2004 and only attended in Wyoming and Minnesota. That contact has proved invaluable. The states could then place monies where they were most needed. Ms. DeRocco complimented DWS and the Council on information sharing and stated "You get it in Wyoming.....I enjoy working with you and Mr. Ware." Chairman Ware and Kathy Emmons had a phone conference with Ms. DeRocco on the Workforce Reauthorization bill (WIA) which would give the Governors more local control on monies received from the bill.

Senator Enzi is now the chair of Labor & Health Committee. This is one of the top 3 committees in the Senate.

Chairman Ware attended the winter meeting of state chairs. WIA is now out of the house and has been sent to the Senate. Ilese Shumann is the director for the sub-committee for Sen. Enzi and stated that all education and workforce issues have moved with Sen. Enzi as chairman of Labor & Health Committee. This will be good for the Western States. Beth Buehlmann has replaced Ilese Shumann. In discussions with DeRocco, Enzi and Shumann, the WIA plus bill will move quickly. Some of what Wyoming is already doing the President is calling for. Consolidation of funding is emphasized giving Governors more control.

Chairman Ware and Kathy Emmons have remained active at the Federal level and have developed good working relationship with Ms. DeRocco and her office staff. They have asked to have someone from Wyoming speak to the June Workforce Chair meeting.

Drilling School Report – September 18, 2004 the Governor asked Chairman Ware to bring drilling training classes and recruit to the industry. Neil and Mick McMurray assisted with the program. Classes are to provide safer working environments with trained employees. They hope to service 1000 workers a year in the program and have targeted Vets returning from Iraq. It is a 50 hour class – they can finish class on Friday and be put to work on the next Monday. Biggest requirement of the class is being drug free – emphasize on work ethic, being in good physical shape and drug free. Majority of students are in Wyoming. Drillers work with students to place them where they are needed and as close to home as they can. They work for 12 days and have 12 days off. The McMurray training center is working with DWS and WBC. The system is working, trainees are receiving grants to attend training and word is spreading fast. 5,000-6,000 employees will be needed in the drilling industry in the next 5 years. This creates other jobs too – CDL truck drivers, safety supervisors, heavy equipment operators. Cindy Pomeroy indicated we need to remember this will impact non-traditional training also. Dave Scriven stated women make some of the best backhoe operators he's ever seen. The training unit assimilates the living conditions and work environment so they know what to expect.

Chairman Ware has remained in contact with Halliburton, Shell, and Encamma. They have talked to Ms. DeRocco regarding WIA and the President has told DeRocco to talk to any governor she wanted. She called Chairman Ware and he set up an appointment with Gov. Freudenthal.

- d. **Legislative Report: - Kathy Emmons:** Budget was approved for approximately \$480,000 for the IST grant with LCCC. The Labor/Minerals committee was approached with an Interim Study Topic (see attachment #1): Data and analysis for skill sets of employees. Kathy Emmons spoke to the Labor Committee; their focus is on health care. She also spoke with Minerals Committee. Charles Ware went to Rep. Osborne to talk about moving into the Minerals Committee. Minerals Committee is interested in results but there is no funding. We will present to them in the next budget session. Kathy Emmons reported there was more workforce emphasis this year at legislature. HB175 – Jane Warren's TANF increases state assistance to go to school. HB 253 Wyoming Apprenticeship Program sponsored by John Hastert creates an incentive program for public works contractors who utilize apprentices' and will be administered by DWS. An employee will run the apprenticeship program; however funds were mistakenly left out by legislative staff to run the program. DWS will begin the program but funds will need to be requested next year in the budget session. Jeff Heilbrun questioned what triggers bills to track? ***Kathy Emmons suggested they call DWS if a council member is aware of a bill we need to watch carefully.*** DWS checks the legislative roster every day. Chairman Ware suggested we all stay connected with legislators' year long as members of WWDC and during the session. Legislators value the private sector input. Dave Scriven requested DWS ***e-mail council members each week with an update and short description of the bills and whether to support them or not.*** Kathy Emmons noted the next legislative session is important as there are approximately 7,000 new jobs in Wyoming coming up. The Perkins Bill for Job Training Reform has been dropped from WIA. (See Tab 7 for comparison of FY 2005 and FY 2006 Budget requests). The Perkins Bill has been stricken from the President's budget and there is no appropriation for 2006. The House and Senate are trying to re-appropriate funds. ***The Perkins Bill will be forwarded to all council members for review and better understanding.***

- I. **(Continued) Approval of Agenda:** Jeff Heilbrun made the motion to approve the agenda, John Boreczky seconded the motion.

Vote: Agenda for March 22-23, 2005 was approved.

- e. **Youth Council Report:**
Bret Pizzato reported to council WYWDC met March 22, 2005 with the last meeting being June, 2003. Ideas and strategies for WYWDC were discussed; next meeting was scheduled to be via telephone conference in April. Three seats need to be filled on the council – one youth who has been at risk as stated in WIA – must be 18-21 years old, currently applicable to services or have

had opportunity to use services; one parent of youth at risk; one Law Enforcement person. Bret asked council to let Kathy Emmons know if they knew of a person who would qualify to serve on the board and fill one of the three seats.

We supported the Latina Youth Conference for the last two years – see report on tab10. Discussion included drug rehabilitation, mothers having 3-4 children with different fathers.

Agenda Item: How much funding will we give as support to the Latina Youth Conference?

Dave Griffin, Teri Wigert and Bret Pizzato attended a conference regarding youth issues. It is important to work together to deal with at risk youth and assist them in becoming productive individuals within communities. The conference noted the importance of working together to come up with ideas to assist at risk students to complete education and become successful adults. Illinois started a program where they brought in drop outs from other states, helped them achieve their diploma and they have become productive individuals in communities. Rocky Anderson commented that drilling positions require a high school diploma. Bret continued the conference was really good, it was a working conference but there were not enough attendees from Wyoming. Bret asked the council to continually think of ideas that might help our youth. People who are having opportunities to make a lot of money now in the drilling industry do not know how to manage it. **Can we look at training basic education to help people manage money?** Discussion was held about demand driven jobs and the importance of seeing what is needed in the future and being prepared for it. Chairman Ware thanked Bret Pizzato for volunteering to chair the Youth Council. Bret noted the WYWDC will act more as a sub-committee of this council.

f. DWS Business Plan Presentation – Dave Teubner:

DWS as a new “company” started 2 years ago. This year DWS prepared a business plan with 3 business goals as seen on page 3 of the Plan. DWS is made up of 34 offices around the state and approximately 300 employees. Many of the programs deal with federal requirements. DWS recently had a meeting for all employees staggered over a week to review the plan. This plan provides unity for the agency. To allow DWS to recruit from the private sector, we need to be an “employer of choice” which has led us to re-evaluate our policies. Dave asked the board for feedback and as the council is our board of directors – for the board to help us achieve our goals and input from the council is important. Chairman Ware suggested that Dave Teubner be the facilitator for input from the council to DWS. (Power Point which condenses the Business Plan will be sent to council members for review). Administrators of DWS placed their top 5 important projects for the year into the plan and will report to the director as to whether their goals were achieved on time and completed. WWDC being involved in the plan also makes businesses aware of what DWS does and Council advice is important in order to be business friendly. WWDC needs to be a part of DWS. WIBs have regulations regarding involvement. Dave noted that DWS is asking for participation and looking for integration from the council rather than working as silos of WWDC and DWS, we work as a team. Kathy Emmons stated she knows the Council supports us in this decision; it is a valid business decision. Discussion was held regarding business sense and the evolution of the WIA act and Federal government giving more control to local Governors. Dave Scriven commented that if government would work more like a business it would be more efficient. The more efficient you become – the more the funding will go to people in need. It is a good step in the right direction. Dave Teubner stated by having a plan and supporting data, it is easier to go to Ms. DeRocco at DOL and the State Legislators for funding. This government wants us to measure accountability, and what is the return on their investment? Kathy Emmons stated the plan helps us bring all partners to work together to utilize resources to the best benefit and be innovative.

ACTION: Leonard Scoleri made the motion that WWDC endorse DWS through their business plan. Cindy Pomeroy seconded the motion. Discussion: Bruce Brown would like to review the plan first. Leonard Scoleri restated the motion: Motion to endorse the 3 basic principles of DWS plan. Cindy Pomeroy seconded the restated motion. The Restated Motion Passed.

II. Old Business and Committee Reports:

- a. **15% Budget set-aside report – Edie Phillips:** Handout – WIA 15% Budget and Expenditures for 7/1/04 – 12/31/04. Pursuant to request of Council from last meeting, titles were added under columns #9, #11 & #15 for clarification. Page 2 has more detail – note #55 “premises rent” is in the negative. We did receive an \$18,000 to reimburse funding for rent charges to DOE. Page 3 indicates the request from Council for a break-out of actual costs. Edie reported we have 3 years to spend funds once awarded; all old funds are used first to keep from losing it. The oldest money we have is from 2003. Page 4 is the discretionary fund report. Jeff Heilbrun asked how we plan to spend these funds. Chairman Ware indicated at this time there was no process and no plan. Ray Fleming-Dinneen suggested that WWDC meet early to determine process and then WWDC will make recommendations to DWS. Edie further reported that page 5 on “set-aside” fund. \$7,300 was set aside for the NEXT magazine – NEXT did not follow through with obtaining advertising dollars and asked DWS to fund \$30,000. NEXT is now trying to obtain state funds. The \$7,300 will expire in June. Question – Should WWDC fund another \$25,000 from discretionary funds for the future? Bret Pizzato asked if we could roll the \$7,300 back and use it now. Edie answered yes.

ACTION: Bret Pizzato made the motion to take \$7,300.00 back to the 15% discretionary fund stream. Joanne McFarland seconded the motion. Motion carried.

Edie continued for the budget process next year – we need to develop historical background for each line item. She will need direction from WWDC for any particular needs. Charles Ware suggested priorities for next year be strategic planning for the next calendar years’ to forecast future projects and cost. We need to be more specific in planning budget. Dave Scriven asked if we should receive and approve numbers on the report.

ACTION: Leonard Scoleri made the motion to approve the financial report and information regarding the 15% set-aside funding. Bruce Brown seconded the motion. Motion carried.

Kathy Emmons thanked Edie for her efforts and Ray Fleming-Dinneen stated that Edie has done a fine job on the report and that it is evolving nicely.

Adjourned 5:00 p.m. to be continued at 8:00 a.m. March 23, 2005

March 23, 2005

Charles Ware called meeting to order 8:00 a.m.

III. Committee Reports:

- a. Data & Communications Report – John Jackson – committee has not formally met. Terms are changing for the board. Kathy Emmons added that previously established committees may need to change or drop them:

Some ideas for future committees include:

Budget Committee

Youth Committee

Data Committee

Data - State of Workforce Report – committee helps set parameters for report

LMI Project – specific to data

Child & Family Initiative

Legislative Committee

Collaborative Committee – drove the Summit – have a Summit in 2006

Workforce Training Fund Committee

Mike Martin head up – will need participation

15% Set Aside/Budget Committee

Chairman Ware stated we may need to focus on different things. We have all been appointed by the Governor and issues he is focusing on include:
Family Initiatives
Sustainable Wage for Families

Agenda item: Next meeting set strategic planning to see where to go and what committees to stay with: issues to consider: Family Initiatives, Sustainable wages for families.

Discussion was held - Sub committees should be 98% phone conference. Sub groups can bring direction to the council, and allows more focus and involvement of the council members.

Jeff Heilbrun stated that the issue is that many businesses do not know who we are and what we can do – is there a method of contact for all new businesses we can reach out to? Cindy Pomeroy indicated all new businesses have to register with unemployment. Jeff will work with Cindy regarding information to be given to employers as they begin their companies.

Discussion was held regarding importance of holding council and DWS accountable. An executive committee could be set up to assign tasks that need to be done throughout the year.

Comment: Chairman Ware requested of DWS – if there is pertinent information DWS will send an e-mail to allow council to get more involved.

Agenda Item: Chairman Ware and Kathy Emmons to meet to see what needs to be accomplished over the next year and make proposals at next meeting to Council.

Summit: Discussion was held regarding where to hold the next Summit – Jackson and Casper were discussed. Pros and cons for both cities were given; staff and Chairman Ware will look at surveys from the summit at Jackson and determine if a solution can be reached by reading surveys. Discussion included trading Jackson and other cities of the state for variety and ease to businesses.

Agenda Item: Chairman Ware and DWS to report on Summit Survey to discuss location of next Summit.

IV. WWDC Proposals – See Tab 11

- a. Term limits of council – Chairman Ware stated that as we take a more active roll the term limits do not seem clear. Chairman Ware believes a two year term is sufficient and WIA sets out what the guidelines are and what the terms should include. Every two years a term is up, the Governor will consider extending another two years.
- b. WIA has a variety of positions that must be included on council.

ACTION: It was moved and seconded that we accept Proposal 1-0205 as stated in Tab 11

Discussion was held regarding the proposal.

ACTION: Question was called – All in favor of adopting WWDC Council Policy Proposal #1-0205 – Unanimous acceptance. See Tab 11 #1-0205

ACTION: Bruce Brown made the motion to accept Policy #2-0205. Leonard Scoleri seconded the motion.

Discussion was held regarding term limits – Federal rules stating 2 year terms without term limits vs. automatic return after 2 year term with a limit of 2 terms. Starting date July 31, limited terms end. Amendment is effective August 1, 2005.

Chairman Ware – note to minutes – It takes a year or so to become familiar with the council and what it does. Two years is an awfully short time but longer terms could be tough for individuals. Federal rules state 2 years terms without a term limit.

ACTION: Additions to 2-0205

Insert:

(f) Executive Director of Community Colleges

(g) Governor

(h) Effective August 1, 2005.

Motion carried with insertions.

V. Workforce Development Training Fund Status Report – Glenna Campagnaro:

- a. More small businesses are receiving monies than ever before mostly through word of mouth. All regions of the state are accessing the funds. See Handout – DWS Business Training & Outreach Division Workforce Development Training Fund Monthly Status Report July 1, 2004 – February 28, 2005. Page 2 of the report indicates enhancement of productivity/profitability and enhance employee effectiveness. Page 3 forward are monthly status reports. Total funds requested were \$1,936,274 and there is currently approximately \$300,000 a month to put toward business training grants. Jeff Heilbrun asked if there was a way to show the history of funding. Glenna reported that funding has been greatly changed so the history before now would not be accurate. We can start building the history from here on. Chairman Ware stated we should be conscious of who is in most need of funding. Board can help DWS in making decisions as to who should receive funding for training for the new pre-hire section.
- b. Dr. Harris' and Doug Leonard's report is posted on the web site. Individuals needing assistance are getting older but gender is more even. Industry was more diverse over time. People are leaving the state altogether or changing industries. Turnovers are lower, there is a 46% higher wage bracket and people are staying in Wyoming.
- c. Chairman Ware thanked Glenna and Mike for the report – stating we can now start to track trends and Kathy Emmons indicated data driven information assists in asking for funding from the legislature.

VI. Status of Integrated Systems Technology Grant – Dave Teubner:

- a. All systems are a go. LCCC/DWS are developing a business plan. An IST meeting was held in Cheyenne and then LCCC/DWS traveled to site locations in Illinois and Ohio. Funding has been approved; facilities at LCCC are being converted for equipment arrival. The first class is projected to begin September 21, 2005. Contacts are being made to recruit potential people to sit on advisory committees. The classes can be a week long process or can be done as a weekend class.

VII. Department of Employment: R&P Division Benefits Study Overview – Mark Harris:

- a. The Wage/Benefit Publication is the first year with combined wage survey and benefits. Metropolitan Statistical Area (MSA) is based on population of 55,000 or more so we only have two locations – Cheyenne/Laramie County and Casper/Natrona County. A website with County specific information is available along with an alphabetical listing of occupational titles. See handout.
 - i. Definitions outlined in methods session:
 1. 25th percentile – 25% falls below this level
 2. 50% - 50/50 above/below
 3. 75% - falls below the wage
 - ii. Benefits survey gives information as to benefits for health insurance, retirement, average percentage of employers who give benefits and the percentage of monies paid by the employers.

- iii. Publication was made available by Mr. Harris at the meeting.
- iv. Website for more specific information is <http://doe.state.wy.us/lmi/benefits/bentoc.htm> and the Website which includes county information is <http://doe.state.wy.us/lmi/2004pub/tes/TOC000.htm>

VIII. Wadley Donovan Program Overview – Tucker Fagan:

- a. Tucker Fagan reported on why the Wadley Donovan firm was chosen to prepare the Target Industry/Employment Analysis.
- b. An outside firm was used for the reason that many speculate the validity of a report for a state agency when a state agency does the study.
- c. A critical component for Workforce is to do an analysis from the employer's side.
- d. It is important for the State of Wyoming to get out to national conferences, trade shows. Most advertising is word of mouth and reputation.
- e. 12 geographic zones were used for the study. As the state is so large, we could not afford to target the entire state so we took a sample.
 - i. Employee side of study will include:
 - 1. How much underemployment do we have?
 - 2. How many people are working for less than their potential?
 - 3. Can we put those in higher paid jobs to support new business?
- f. A final report should be available by the end of April
- f. WBC has three venture capitalists on the board who believe vacancies exist in Wyoming because we do not have start-up companies
- g. Wyoming has tremendous wealth in our cities
 - i. Coal liquefaction – should be the center for excellence
 - ii. Tech Incubator at University of Wyoming is good
- h. We need to “brand” the state – We have the cursive *Wyoming* script that has been adopted by the Governor – use it, market Wyoming wherever we go.

Rocky Anderson inquired when we need to consider another study. Tucker Fagan noted 4 -5 years. Tim Wells suggested the study indicated need of mid-range housing. There are several issues to consider when we look at marketing the state to be ready for growth.

The Governor has asked University of Wyoming to look at what is the right thing to promote. We have coal and natural gas – how can we market this further. We have to be “world class” in something we can gain from.

See handout from Wyoming Business Council with information on Wadley Donovan

Council Homework: Go back to your regions and ask for feedback – see what fits in the community that will allow us to grow. Look at disadvantages and what might be needed to fix it.

IX. Methamphetamine

- a. Bret Pizzato reported that Sweetwater County is handing out information on how to write drug policies, drug testing and where to go for help.
- b. There are reports in Sublette County of drillers being arrested for possession, employees carrying urine samples for testing and ½ of the crews are being terminated for drug use on the spot.
- c. There are a few drilling companies that have started mandatory testing for their employees and accidents have been decreased due to mandatory testing. If accidents are drug related – there is no reimbursement for rehabilitation treatment.

Agenda Item: Methamphetamine information

John Jackson has drug policies and will send the information to Bret Pizzato and Cindy Pomeroy, including 2 sets of handbooks for development of policy.

X. Scheduling for June, October meetings:

| | |
|-------------------------------|-----------------------------------|
| June 14, 15, 2005 | Evanston |
| September 22, 23, 2005 | Gillette |
| November 9, 10, 2005 | Cheyenne – Meeting at LCCC |

XI. Meeting adjourned at 11:20 a.m.

Attachments Requested at March WWDC Meeting:

1. Workforce Development Interim Topic
2. Perkins Bill
3. Power Points from Business Plan
4. Acronyms
5. Internet access address to DWS web
6. E-mail DWS Business plan to all council members
7. Website for Benefits data from Mark Harris