



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment and Placement Committee
Monday October 27, 2008 at 9:30 – 11:00 a.m.
University of Alaska, Butrovich Building
Board of Regence Conference Room
Minutes (DRAFT)**

Roll Call:

Board Members:

Doug Ward, Chair; Sharlene Berg; Todd Bergman; John Cannon; Kathy Craft; Tony Delia; Betty Jo Dibble; Mayfield Evens; Jim Laiti; John MacKinnon; Dave Rees; Paulette Schuerch; Fred Villa; Jim Lynch;

Recurring Guests:

Bob Cress, CEF Training Director; Eldon Davidson, SAVEC; James Harvey, Asst Director Employment Security/DOLWD; Richard Carlson, Superintendent/Klawock School District; Russ Thorpe;

Special Guests for 10/27/08 Meeting:

Susan Van Gorder, AK Job Corps; Kim Ziegler, AK Job Corps; Rick Caulfield, UAA/VTEP; Sandra Carroll-Cobb, Interim Dean/UAA; Tom Maloney, CH2MHill; Mike Shiffer, DPB; Delissa Culpepper, Chief Operating Officer/AK Mental Health Trust; Karen Purdue, UAA; Marjorie Payton/Howlett, SAVEC;

Approval of Agenda

Motion to approve agenda made by Doug Ward, 2nd by Jim Laiti. Vote taken, passed.

Approval of Minutes

Motion to approve 10-2-08 minutes by Dave Rees, 2nd by John Cannon. Vote taken, passed.

Action Items

1. Employability Skills
2. AWIB Resolution Process

Doug explained the need for the Resolution Number 08-02 'Resolution in Support of Policy to Ensure Employability Skill Standards and Assessments'. Also, what the resolution process is and what steps are needed. Dave Rees explained the Resolution Process Matrix. The resolution was passed before the background information could be obtained. I.e. steps needed for implementation, who the stakeholders are, expected



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outcomes, whether or not a policy or regulation change was needed, and who is responsible or accountable party is. Doug asked for volunteers to serve on the Task Force for Employability Skills Resolution.

The following individuals volunteered:

Name:	Email:	Phone Number:
Dave Rees	reesdm1@bp.com	564-5602
Sharlene Berg	SBerg@citi.com	733-9501
Betty Jo Dibble	BDibble@aoeett.com	242-2340
Tony Delia	Tony.Delia@TananaChiefs.org	452-8251 ex 306
Doug Ward	dward@akship.com	225-7199
Paulette Schuerch	Paulettete@crnative.org	822-5241
John Cannon	jcannon@mssca.org	352-1200
Marjorie Payton/Howlett	Marjorie@savec.org	246-4600
Kathy Craft	Kathryn.Craft@alaska.gov	450-8048
Susan VanGorder	Vangorder.susan@jobcorps.org	861-8881
Todd Bergman	tbergman@apicc.org	770-5250

Discussion Items

1. Regional Advisory Councils
 - a. Needs and Priorities – skill based or occupational based?

Dave Rees explained AGIA is occupation based. Need to identify skills needed within occupations. 113 occupations for every location, every area. Then asking Research and Analysis if aligned with industry. There are 400 different places to obtain training. Regional Training Centers are looking at same data. We need to look at each industry and determine priority occupations within that industry.

Susan VanGorder states Job Corps has 200 students. Would like to make sure Job Corp is considered as they also have career studies.

Eldon Davidson states urban or rural, softskills should be given to be career ready.

2. One Stop Job Center



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- a. Questionnaire
- b. ALEXsys

Question raised was ‘What services are being offered by job service offices?’ Are they being utilized? Are they sufficient? Is ALEXsys working?

Paulette states there are road system challenges (Glenallen Job Service).

Nicki (Mgr, Fbx Job Svc) states there are 5 regions. Job Service Offices have monthly meetings. Rural areas do not have the internet so they help clients by taking their information over the phone and entering it into the system. James Harvey is the Assistant Director over all regions.

Kim Ziegler, Job Corps, states they have had excellent service from the Wasilla Job Service Office. They make personal visits to talk with faculty and students.

Doug suggested perhaps someone from one of the Job Service Offices can come to a WREP meeting and provide insight to services and training they provide.

3. Training Plan Template

Background was given for the need for a training plan template. It should be used by all industries for a level playing field. Jim Lynch took the first draft to assess and make recommendations to the committee for additions/deletions/corrections. Jim suggests a cover sheet be provided with check boxes and summaries of explanation to ensure all understand the requirements and nothing is missed. The big question is ‘Where is the job at the end of the rainbow?’ Another suggestion was to provide a guide to give each industry as to what AWIB needs from them. Make sure needs are in line with ALEXsys.

4. Resolution Process Matrix

Dave explained matrix.

5. Update Action Tracker



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- a. Identify High Demand Jobs
- b. STEP - Set up review procedures

RAC's currently working through the Policy and Planning Committee. They will update WREP when ready.

6. Strategic Plan - Review and Acknowledge

No time for this item. Tabled.

Other Items

Next meeting: December 4, 2008

Adjournment

Agenda Attachments:

WREP Committee Minutes 10/2/08

Resolution Process Matrix

ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Doug	Set up date, time for Employability Skills Task Force meeting		done
Doug	Set up date, time for Training Plan Template meeting		done
Barbara	Verify availability of Chamber after meeting dates decided.		done
	Check with Job Service Manager to see if someone can speak to committee on services provided.		Applied link to 12/4/08 agenda