



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board
Workforce Readiness and Employment and Placement Committee
Tuesday October 27, 2009 at 10:15 am
University of Alaska, Butrovich Building
Board of Regents Conference Room, Fairbanks, Alaska
Minutes (Final)**

Roll Call:

Board Members:

_Doug Ward, Chair; _Sharlene Berg; _John Cannon; _Kathy Craft; _Joey Merrick; _Helen Mehrkens; _Michelle Zenger

Recurring Guests:

_Eldon Davidson, SAVEC; _James Harvey, Asst Director ESD/DOLWD;
_Richard Carlson, Superintendent, Klawock School District

Staff:

Jeff Selvey, AWIB CTE Coordinator

Approval of Agenda

MOTION to approve agenda by Joey Merrick

SECONDED by Kathy Craft

VOTE taken

MOTION carries

Approval of Minutes - August 6, 2009

MOTION to approve minutes by Kathy Craft

SECONDED by Sharlene Berg

VOTE taken

MOTION carries

Action Items

1. A resolution supporting Career and Technical Education

Chair Ward presented two documents from Dave Rees. Both documents were a resolution requesting the legislature to fund Career and Technical Education at the middle school and secondary school. The first document is a draft from VTEP and the second was passed by The Greater Fairbanks Chamber of Commerce, with plans to have it approved by the state Chamber of Commerce organization. The chair gave an overview of both documents and the importance of this resolution.



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There was discussion on the role of AWIB with resolutions that are tied to a funding request. Is there a formal AWIB resolution format/template? There is an AWIB resolution tracking template as a resolution is being developed and sent to different committees.

Sharlene Berg is concerned with the resolution process and making sure that resolutions do not go against the goals of AWIB. Sharlene would like to know AWIB's funding request and recommendations before a resolution is approved by AWIB. She wants to make sure that if AWIB supports certain resolutions that these resolutions are not working against DOLWD or other AWIB groups. Both Sharlene and Kathy stated that AWIB is not a funding institution but does give recommendations to DOLWD. Sharlene would like the funding priority list from AWIB and DOLWD.

Chair Ward and the committee recommended that before this committee goes forward with the CTE resolution, we need to know:

1. Whether the AWIB board has the authority to make resolutions that have attached funding string?

Once the above question is answered, then have AWIB staff do the following: place the Chamber resolution landscape up to Action Required on AWIB letter head and resolution format. After "Action Required", use AWIB format; once the above question is answered, then add the rest of the language - have resolution back to WREP on 11/12/09 meeting, once approved by this committee, then to Policy Committee, and hopefully have the resolution to the full board at the February AWIB board meeting.

Discussion Items

1. RAC input - Work Keys

The discussion did not involve WorkKeys, instead it involved the role of the RAC's with AWIB and that there should be funding for the RAC's. The board members feel that a report on the RAC's should be on each AWIB agenda. Jeff Selvey discussed that the Regional Training Center's have been asked to connect with their RAC's in their region and to work closely with their RAC. Also, Louise presented three documents to the RTC's pertaining to the formation and responsibilities of the RAC's, list of each RAC and lead person, and the occupation priorities of each RAC. Chair Ward requested that this information be sent to all WR members. Kathy Craft recommended that AWIB request approximately \$10,000 for each RAC. These funds would cover travel, lodging, and materials as each RAC becomes organized. Joey Merrick would like each AWIB board member to be assigned to at least one RAC.

2. One Stop Best Practices



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Doug stated he had a conversation with Tom Nelson about the Kenai One Stop Center evaluation. Doug wants AWIB to know that Tom needs two AWIB board members to be involved in the process.

3. AWIB Resolution Process

Kathy Craft asked for a report on the request in the minutes, page 4, #6 - "Where is the resolution process in the policy committee?"

4. Training Plan Template

Training Plan Template Task Force meeting on Nov 4 - 9:30-11:30. Kathy, Dave & Jeff in Anchorage, teleconference with Doug and Fred.

(Items #5 - 7 were not discussed, instead placed on the agenda for the November 12th meeting.)

5. 2009 WIA Annual Report
6. Shelly Wright - Workforce Development Conference Update
7. Alaska Education Plan - Career & Technical Education

Other Items

Reschedule November 5th meeting to November 12th 3:00pm.

Nov 12 Agenda

CTE AWIB Resolution and Process
RAC's - Review materials sent by Louise
2009 WIA Annual Report
Shelly Wright - Workforce DE. Cor. Update
AK Education Plan - C & T Ed
Tech Prep in CTE Plan
Other (Doug will send more items to Barb/Jeff)

Guest Interaction:

None

Adjournment

MOTION to adjourn made by Kathy Craft
SECONDED by Sharlene Berg

Next Meeting: Thursday, November 12, 2009 at 3:00pm.



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ACTION TRACKER

WHO	WHAT	DUE BY	STATUS
Barb	Find out if there is an AWIB resolution format/template i.e. not the tracking document.	11/12/09	Done
Barb	Find out if the AWIB board has the authority to make resolutions that have attached funding string? If yes, create resolution.	11/12/09	Done, Answer is No.
Barb	Where is resolution process in P&P committee?	11/12/09	Rvw done by P&P on 10/27 and revised copy will be sent to Ex-co for approval on 11/10/09
Barb	Reschedule WREP 11/5/mtg to 11/12/09	11/12/09	Done
Barb	Set agenda for 11/12/09	11/12/09	Draft done 11/2
Louise	RAC doc's sent to all WREP members	10/27/09	Done, In AWIB Board Binder
Barb	Send Executive Director a request to add RAC's as a standing item on AWIB Agenda's.	11/12/09	Done Email 11/02
Barb	Email Executive Director to verify with Tom Nelson need for two AWIB members for One Stop Shop review of Kenai Office.	11/12/09	Done Email 11/02