

**Alaska Human Resource Investment Council
Business Meeting
December 12, 2000**

Draft Minutes

The Chair, Alice Galvin, called the meeting to order at 8:55 a.m. at the Anchorage Marriott Downtown, 820 West 7th Avenue, Anchorage, Alaska.

The Chair opened with comments that reviewed the AHRIC's five-year history and noted that the Council is now in a state of transition. Since enactment of the Workforce Investment Act of 1998, the Council has looked to the future to design a system and is now at a point of learning from the experience and substantiating that system.

The AHRIC is established as a policy body, and must continue to be the architect and designer of the State's job training and education system, but must also begin to make decisions about how to best manage that system.

The Chair suggested that in the past consensus building had been an important aspect of Council operations, but that future deliberations would likely find areas of disagreement. Accordingly, the Council is moving to a system of Resolutions to document Council actions and recommendations.

Finally, the Chair suggested the Council should continue the successful practices of improving and developing the job training and education system, building partnerships and relationships to strengthen that system, and maintaining the market responsiveness of the system.

The Chair also thanked the Chairs of each of the Committees for all the work that had been done in preparation for this meeting.

Jim Sanders was introduced as the new Executive Director of the AHRIC. Governor Knowles announced the appointment at the AHRIC's Future Workforce Conference on Monday, December 11.

The Chair thanked Mr. Shiffer for the great job he did as Acting Executive Director, and the council concurred.

Roll Call

The roll was called and the following members or designees were present, constituting a quorum to conduct business: Lt. Governor Fran Ulmer, Commissioner Ed Flanagan, Yvonne Chase (designee for Dept. of Education & Early Development), Lamar Cotten (designee for Dept. of Community & Economic Development), Jim Nordlund (designee for Dept. of Health & Social Services), Pete Galle (designee for IBEW), Fred Esposito, Kitty Farnham, Kristen Forrester, Alice Galvin (Chair), JoAnn Henderson, Kay Hoch,

Linda Hulbert, JoAnn McDowell, Wendy Redman, Sarah Scanlan, Donna Scott, Barbara Stallone, Tim Sunday, Colleen Ward and J. C. Wingfield.

Public Comment

Members of the public introduced themselves. Represented were Native organizations, local school districts, statewide and regional training and education organizations, private and public training institutions, local Workforce Investment Boards, and local, state and federal governments.

Concern was expressed that in order to fund programs or projects under the “Blueprint,” funds would have to be taken from existing programs.

Bing Santamour, Bethel Native Corporation, expressed concern about how funding for vocational education under the Blueprint would be allocated, that rural Alaska wouldn’t receive its fair allocation, and that the high price of fuel is affecting the rural Alaska economy.

Public comment concluded at 9:30 a.m.

Acceptance of Agenda

The agenda was amended to move the presentation of the “Blueprint” to later in the agenda.

Motion to adopt amended agenda was made by Kay Hoch and seconded by Kitty Farnham with no objection.

Approval of Minutes

Motion to approve the minutes of the August 4, 2000 meeting in Bethel was made by Pete Galle and seconded by Kristen Forrester with no objection.

Reports from Local WIBs

Balance of State Local Workforce Investment Board Chair Jim Wakefield and Deb Craig, Department of Labor & Workforce Development, reported to the council. The report is attached to the Minutes as Appendix A.

Anchorage/Mat-Su Local Workforce Investment Board Chair Sami Oeser reported to the council. The report is attached to the Minutes as Appendix B.

Quality Schools Initiative

Yvonne Chase, Deputy Commissioner of the Department of Education & Early Development, announced that due to the recent departure of Commissioner Rick Cross, the Department has been in transition. Ms. Chase committed to a written report on Quality Schools to be submitted in January 2001. She informed the council that the State Board of Education passed a resolution to move the date for high school qualifying exams to 2006.

Lt. Governor Ulmer noted that the high school qualifying exams were discussed at the Fall 2000 Education Summit. She also said that a new committee was formed to work on priorities for the Governor's request for increased education funding.

Rural Internet Activity

In the interest of moving along with the day's agenda, Lt. Governor Ulmer announced that she would distribute her report on Rural Internet Activity to the council rather than speak on the issue.

Blueprint Discussion

Colleen Ward outlined some of the themes and points of opposition that surfaced during the three months of discussion about *Alaska's Future Workforce Policies and Investment Blueprint*, as follows:

- Centralization of authority versus local control
- AHRIC oversight versus Dept. of Education & Early Development
- Rural emphasis versus not emphasizing rural service delivery
- Emphasis on K-12, K-8, lower versus higher
- Tribal Colleges
- Equitable distribution of funding

Ms. Ward made a **motion** for adoption of **Resolution 4**, which recommends adoption of the Blueprint. Linda Hulbert seconded the motion. The council discussed Resolution 4 and the Blueprint. Ms. Ward pointed out that the Blueprint was to serve as a policy document, which instructs the state on ways to improve its vocational and technical education system. Acting Director Mike Shiffer walked the group through the document at Ms. Ward's request.

Component 1: Wendy Redman thought that the industry-led consortia should be named under 1A. Ms. Ward explained that the consortia were originally named in the document, but were subsequently removed. Fred Esposito supported naming existing consortia as a best practice. Linda Hulbert suggested footnoting 1A to mention industry-led business learning consortia. And so, it was agreed that 1A would be amended with a footnote mentioning business learning consortia.

Component 2: Commissioner Flanagan made a **motion** to amend it to read "...is expanded to provide greater access and opportunity in both rural and urban Alaska." Without objection, this change was adopted.

Sarah Scanlan wondered if the State Board of Education and the Commissioner of the Department of Education and Early Development had given their opinion about the Blueprint. Kitty Farnham suggested that the AHRIC draft Memorandums of Understanding for partnerships that need to be formed between Department of Education, AHRIC and Department of Labor to implement the policy presented in the Blueprint. Commissioner Flanagan agreed with Ms. Farnham's suggestion.

Component 3: The council accepted *Component 3: Interconnected* without objection.

Component 4: Without objection, the council accepted *Component 4: Accountable*.

Component 5: The council amended *Component 5: Collaborative Governance* by adding “and key state and federal agencies” to the end of 5A, with a footnote listing these partners. It was then approved without further objection.

Component 6: The council approved *Component 6: Sustainable* without objection.

The council reviewed the Preliminary Recommendations of the Blueprint document. Ms. Ward said the blueprint committee received a suggested change in Recommendation 7, concerning regional training centers. She distributed the revised recommendation. The council decided to put the recommendation into a resolution format.

Recommendation 1: The council agreed to add “Early Childhood Education through postsecondary programs” to areas of training.

Recommendation 2: There was no objection to the recommendation.

Recommendation 3: There was no objection to the recommendation.

Recommendation 4: There was no objection to the recommendation.

Recommendation 5: There was no objection to the recommendation.

Recommendation 6: The council agreed to add Carl D. Perkins Plan to Evaluation Criterion 1. The council agreed to add “encourage alignment with secondary education entities” to Evaluation Criterion 5.

Recommendation 7: The council agreed to add “results-based” before “performance measures” and add “secondary before “alternative schools.”

The **motion to accept Resolution No. 4** passed without objection.

Linda Hulbert, Chair of the Policy & Planning Committee, introduced **Resolution No. 5** on Restructuring the Alaska Human Resource Investment Council. Mr. Shiffer explained the relationship of an element of Senate Bill 289 and the restructuring report. The council contracted with Michael Brustein, a nationally recognized expert on the Workforce Investment Act, to research the issues brought up in SB 289.

Linda Hulbert made a **motion that the council adopt Resolution No. 5**. Barbara Stallone seconded the motion. Ms. Redman said she didn’t think the council knew about this contract and it shouldn’t happen again. The council voted to accept the resolution and it passed unanimously.

The Lt. Governor made a **motion that the council adopt Resolution No. 7**, to support the creation and funding of the Yuut Elitnaurviat People's Learning Center and encourage the evaluation of the Yuut Elitnaurviat People's Learning Center to determine whether any other regional boarding schools should be built in Alaska. Ms. Henderson seconded the motion and it passed unanimously.

Recognition of Council Members

The Chair applauded Willie Lewis' tenure as a council member and said he did a great job from the beginning of the council, and noted his ability to remain steady and unruffled. Commissioner Flanagan added that he was Willie Lewis' Vice-President at the Laborers Union and "one step away from the cowboy hat." Before serving on AHRIC, Mr. Lewis was a member of the Employment Security Advisory Commission (now merged into AHRIC).

The Chair thanked Donna Scott for her long and dedicated service to the council. Ms. Scott represented ANCET and did an excellent job keeping the council focused on statewide Native issues.

The Chair also thanked Kitty Farnham for her two-year stint as council member, chair of the Workforce Readiness Committee and vice-chair of the council. Ms. Farnham's "can-do" attitude contributed much to the council.

All three retiring members were presented with plaques and the council passed **Resolutions No. 8, No. 9, No. 10** honoring their contributions.

Regulations

Linda Hulbert, Chair of the Policy & Planning Committee, introduced **Resolution No. 1**. Senate Bill 334 and Senate Bill 289 both called for the AHRIC to draft regulations concerning the STEP program and the vocational education program. The regulations were drafted, went through the public review process, and were reviewed and recommended to the council for approval by the Policy & Planning Committee. The draft regulations are now undergoing review by the Department of Law. Ms. Hulbert moved that the council adopt Resolution No. 1 to accept the draft regulations and work with the Department of Law to promulgate them. Ms. Ward seconded the motion. Mr. Esposito pointed out that in the payback provision, it was not specified who was responsible for collection. Mr. Shiffer responded that the reporting institutions, like the Local WIBs, would be responsible for collection. With no objection, the **motion to approve Resolution No. 1** was approved unanimously.

Blueprint Testimony

Colleen Ward made a motion to accept public testimony on the Blueprint received during the public comment period and that it becomes part of the public record. Mr. Galle seconded the motion. **Motion** passed unanimously.

Assessment & Evaluation Report

Resolution No. 2, relating to Performance Measures, and **Resolution No. 3**, relating to Evaluation of Training Programs, were discussed. Jeff Hadland, of the Research & Analysis Section of DOL, spoke to both issues. They used three years of data to paint a picture of the economy and the effect it will have on the employment outlook. They will have a detailed report on the State Training & Employment Program as well. Ms. Henderson noted that it's difficult to describe different populations but that the document is clear and very helpful. Ms. Galvin thanked the committee and Mr. Hadland for the Executive Summary. Mr. Sunday said the report must be given to the Legislature by February 7.

Mr. Sunday made a **motion that the council accept Resolution No. 2**. Mr. Galle seconded the motion. The motion passed unanimously.

Mr. Sunday made a **motion that the council accept Resolution No. 3**. Mr. Galle seconded the motion. Resolution No. 3 passed unanimously.

Joint Committee Report

Fred Esposito presented the report for both Employment & Placement and Workforce Readiness Committees. He updated the council on the committees' work on National Skills Standards. He also presented Resolution No. 6 supporting the National Association of Partners in Education Symposium 2001 in Anchorage, Alaska. Mr. Esposito made a **motion for council acceptance of Resolution No. 6**, and Kitty Farnham seconded the motion. The motion passed unanimously.

Next Meeting

The council discussed the next meeting date. They asked staff to check with the Lt. Governor to see what days in March she is available and then poll members for the best date for the next business meeting. [Note: it was later decided the council would meet on March 29-30.]

Announcements

Chair Galvin announced that Colleen Ward would chair the Workforce Readiness Committee. The ad hoc education committee is dissolved.

Chair Galvin also announced that Barbara Stallone would chair the Employment & Placement Committee.

The meeting adjourned at 5:00 p.m.

Appendix A
Balance of State Local Workforce Investment Board
Report to the AHRIC

Vision: To render comprehensive employment and training services to Alaskans throughout our diverse state to ensure Alaska employers have a skilled workforce and Alaska's workers have employment choices.

Who signed the MOU?

Employment Security Division: Title I, Wagner Peyser, Vet's Programs, ABE, NAFTA/TAA, Unemployment Insurance, Vocational Rehabilitation; Public Assistance (H&SS); Carl D. Perkins Programs ((DEED); Senior Community Service Pgms (DOA); Native Grantees (separate MOU)

Services: Core Service; Intensive Services; Training Services

- BOS LWIB adopted the AJCN standards for service provision.
- Standards for Service Delivery
- No "wrong door"
- Reduced data collection through shared info
- Customer friendly promotions
- Ease of Access
- Seek customer input
- Referral process unique to each local area
- Service Enhancements
- Common Intake Form by July 1, 2001 for job seekers
- Joint Orientation appropriate to each Job Center in BOS by July 1, 2001
- One Stop Operator
- Employment Security Division designated the One Stop Operator by BOS LWIB 6/00
- AJCN "Coordinator" housed in ESD
- Co-funded by ESD, DVR and DPA
- Position serves to coordinate BOS AJCN services
- AJCN Operations Council advises and manages day to day operations in AJCN

Operations

Partners will collaborate to develop a shared management information system that, at a minimum, provides a vehicle for exchange of information in an electronic format.

Each Job Center will establish an AJCN Management Team

AJCN Management Team will cooperatively choose an AJCN Management Team Leader who will be the liaison between the Job Center and the LAC and the Job Center and the AJCN Coordinator (Update by 01/01/01)

Management Team Leader Duties

- Liaison between AJCN Ops Council and One Stop Coordinator
- Coordinate local Management Team and LAC meetings
- Coordinate and troubleshoot site agreement
- Disseminate info to Job Center partners - Coordinate recommendations: LAC's, AJCN Coordinator & Ops Council, Board

Site Designation

- One Stop Certification adopted as defined by the AJCN
 - Full Service Site
 - Satellite Site
 - Affiliate Site

Operations

- Each Job Center will have a Local Advisory Committee comprised of:
 - A cross member to the BOS LWIB
 - Private Sector employers
 - Tribal or Native organizations
 - Advocacy Group/CBO representative
 - Educators
 - Organized Labor

Standards for Facilities

All Job Centers:

- will conform to the state naming convention
- will have a common entry
- will have a Resource Room for general public use
- will be accessible to all Alaskans

Operations

- Each Job Center will develop and implement:
 - A Site Working Agreement
 - Cost Allocation Plan
 - Plan for Continuous Improvement

Dispute Resolution

- Resolve disputes and disagreements
 - on a local level amongst Job Center partners

- on local level with AJCN Coordinator
- with AJCN Ops Council
- with BOS LWIB

MOU Attachments

- Confidentiality Agreement
- Cross Referrals (as outlined in site agreements)
- Resource Sharing Agreements (general agreement between agencies and as outlined in site agreements)

BOS Youth Services

Youth Council

- Grandfathered Youth Committee
- Youth Committee implemented nomination process and structure
- Youth Council nominees forwarded to the Governor's office for appointment

Adult Services

- Due to lack of vendors to fulfill ITA vision, there are 8 (eight) adult grants and several regional competitive bid processes underway.
- ITA due to be implemented July 1, 2001 as required by USDOL.

Vendor Certification

- Vendor Certification process completed
- JTPA Vendors offered grandfathering in to WIA BOS certification process but additional information requested
- Current Vendor List available to regional staff and customers

Statewide Vendor List

- AKDOL hosted initial meeting of BOS, MOA, R&A and ACPE
- All lists to be merged to create one state Vendor List
- R&A will provide vendor performance information for first publishing of fully compliant Vendor List in Summer 2001

Management Info System

- WIA compliant MIS system to be producing Federal Reports by Feb 14, 2001
- Researching systems for future use that may include a case management component.
- R&A continuing wage match to develop required performance information

Technical Advances

- Polaris - stand alone labor market information system that will be available in the One Stop system

- WIB Homepage - Utah developing a template WIB Homepage for FREE that can be linked to Polaris

BOS Vision

- Enhanced collaboration amongst One Stop partners through AJCN management team structure and One Stop Operator position that will work in concert with the AJCN Ops Council.

Following slides are not included in the presentation but will be made available in the handout.

REGION I: Southeast

Grantee	# to Serve	Grant Amount
• Craig City Schools	12	\$57,341.00
• Southeast Alaska Guidance Association	20	\$125,556.00
• Sitka Prevention & Treatment Services	25	\$99,921.00
• Hoonah Schools	8	\$27,643.00

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

REGION II :Fairbanks, Urban

Grantee	# to Serve	Grant Amount
• Literacy Council of AK	12	\$40,824.00
• FNA Family Focus	25	\$58,078.00
• UAF Northwest Campus Nome	15	\$85,673.00
• Family Centered Services of Alaska	18	\$49,186.00
• Fairbanks N.S. Borough School District	25	\$75,000.00

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

REGION II: Fairbanks Rural

Grantee	# to Serve	Grant Amount
• Alaska Gateway School District	12	\$30,737.18

- Tanana City School District 20 \$67,084.84

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

REGION III: Northwest

Grantee	# to Serve	Grant Amount
• Traditional Village of St. Michael	10	\$56,095.20
• Traditional Village of Kiana	13	\$38,529.00
• University of Alaska, NW campus	15	\$85,673.00

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

REGION IV: Yukon Delta

Grantee	# to Serve	Grant Amount
• Kuskokwim Native Association	15	\$91,630.13
• Lower-Kuskokwim School District	28	\$91,369.87

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

REGION V& VI: Kenai & So Central

Grantee	# to Serve	Grant Amount
• Kodiak Youth Services Center	25	\$31,365.67
• McLaughlin High School	12	\$24,111
• Choices for Teens, Inc.	21	\$55,441.67
• New Frontier Vo-Tech Center	22	\$94,989.93

Project Description

- Youth projects involve training in basic skills, work readiness skills and job skills. A paid summer job component has been incorporated in many grants.

Appendix B
Anchorage/Mat-Su Local Workforce Investment Board
Report to the Alaska Human Resource Investment Council*

Ms. Oeser said that Alaska finds itself ahead of many other states and WIBs in implementing WIA.

The Anchorage/Mat-Su WIB continues to work on the development of Memoranda of Understanding with the consortia of the One-Stop Centers. They are focused on 'customers' as both job seekers and industry and business employers.

The WIB has a Youth Council that existed before the WIA requirement and they have developed a strategic plan for youth services. They are in the process of awarding two youth grants, one in-school and one out-of-school. The WIB has appointed committees for Youth Council, One-Stop, Adult Education, and Native issues. Each contains three WIB members and other community representatives.

The WIB is part of the Municipality of Anchorage's Economic Development Department. All the private sector members of the WIB are involved in economic development activities.

The WIB is experiencing data problems as there is no management information system yet in place. The staff has been working on it for two years and is not sure when it will really come together.

The WIB supports the State Training and Employment Program and believes it should be continued.

The WIB is 'cross-training' the One-Stop staff so that all staff is familiar with the other programs and staff roles. This has developed more of a 'team' attitude and approach and may serve as a model for future training.

*From draft minutes of AHRIC Business Meeting, December 12, 2000