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**STATE WORKFORCE DEVELOPMENT BOARD**  
**Draft Meeting Minutes Pending Board Approval**  
**GENERAL BOARD MEETING**

DATE: Thursday, October 12, 2023  
TIME: 1:00 p.m. – 3:00 p.m.  
LOCATION: DWS South County Employment Center, RM 114  
5735 S Redwood Road, Taylorsville, UT 84123  
Google Meet: [meet.google.com/enu-ixea-vko](https://meet.google.com/enu-ixea-vko)  
Phone: (US) +1 516-268-6796  
PIN: 240 363 432#

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<b>MEMBERS PRESENT:</b>	Deanna Hopkins Greg Paras James Jackson III Jared Haines Jennifer Saunders Jeremy Haslam Joey Gilbert Matt Loo Megen Ralphs Sarah Brenna Sherry Stevens Stacey Taylor Stephanie Patton Tannen E Graham	<b>EXCUSED:</b>	Bruce Rigby Casey Cameron Gary Harter Lorene Kamalu Natalie Randall Sara Dansie Jones Shawn Newell Wayne Cederholm
<b>MEMBERS PRESENT (VIRTUAL):</b>	Dale Curtis Dan Walker Debra Fiori David Gray Jeff Worthington Michael Lanoue Shawn Milne Spencer Loveless Tonya Hales	<b>ABSENT:</b>	Anthony Martines Cory Maloy Nikki Walker

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<b>BOARD STAFF:</b>	Elizabeth Carver Amira Mijic Heather Mousley	Lindsay Cropper Stacie Smith	<b>BOARD STAFF (EXCUSED)</b> Kimberley Bartel Leah Lobato
<b>OTHER ATTENDEES:</b>	Allison Keller Aaron Thompson Helen Hanson Jolene Wyler Kevin Bolander	Tashina Williams (ITEC) Weston Miller Zac Whitwell	<b>OTHER ATTENDEES (VIRTUAL)</b> David Busk John Talcott

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1. **Welcome and Opening Business - 15 min**

Megen Ralphs

- a. Acknowledgments and Introductions
  - i. Meeting called to order at 1:06 PM.
  - ii. Welcome and introductions of newly appointed board members: Spencer Loveless, Natalie Randall, Stacey Taylor, & Jeremy Haslam.
- b. Approval of July 13, 2023 Minutes
  - i. Motion to approve: Tannen Ellis Graham
  - ii. Second: Deanna Hopkins
- c. National Governors Association (NGA) Update
  - i. Overview of the association provided by Chair Ralphs. The chair and co-chair rotate annually. Governor Cox is the current chair. His campaign is called "Disagree Better."
  - ii. Plea from Chair Ralphs for members of the State Workforce Development Board to share the idea of having constructive conversations and improving relationships with their networks.
  - iii. Chair Ralphs provided an overview of her recent attendance at an NGA conference as chair of the committee and the opportunity to meet with chairs from other states. She learned about the challenges other states are facing and had discussions about the aging workforce, youth in the workforce, and accessing affordable child care for employment.
- d. The Executive Committee will be reviewing the members of their committees. An individual Department of Workforce Services (DWS) staff member will support each committee.
  - i. Youth Committee:
    1. Chair Matt Loo
    2. DWS Support by Lindsay Cropper; [lcropper@utah.gov](mailto:lcropper@utah.gov)
  - ii. Career Pathways Committee:
    1. Chair Jennifer Saunders
    2. Co-Chair: James Jackson III
    3. DWS Support by Alexia Murphy & Melisa Stark;
      - a. [ampurh@utah.gov](mailto:ampurh@utah.gov) or [mstark@utah.gov](mailto:mstark@utah.gov)
  - iii. Apprenticeships Committee:
    1. Chair Joey Gilbert
    2. DWS Support by Amira Mijic; [amijic@utah.gov](mailto:amijic@utah.gov)
  - iv. Operations Committee:
    1. Chair Gary Harter
    2. Co-Chair Dan Walker
    3. DWS Support by Heather Mousley; [hmousley@utah.gov](mailto:hmousley@utah.gov)
  - v. Serving Individuals with Disabilities:



1. Chair: Deanna Hopkins
2. DWS Support by Stacie Smith; [staciesmith@utah.gov](mailto:staciesmith@utah.gov)
- vi. Nycole Tylka will continue to provide support to the Board. Kimberley Bartel will primarily focus on the WIOA State Plan and the One Stop Certifications.
2. **2023 SWDB Annual Report** - 10 min **Megen Ralphs**
  - a. A summary of the annual report was provided to the board members along with a report out by each committee. Board members were encouraged to read the summary of each committee as outlined in the report. The board service project from the previous year highlighted in the report.
3. **Annual Public Meeting Training** - 15 min **Kevin Bolander**
  - a. DWS staff attorney Kevin Bolander provided annual training on Utah Public Meetings and the Utah Public Notice website. Every public body is required to have open training about the Open and Public Meetings Act. Public bodies must conduct their business openly and the public needs to be allowed to participate.
  - b. No action may be taken during a closed meeting.
    - i. Chair Megen Ralphs asked a question regarding making a motion to leave a closed session.
      1. Kevin later clarified that a public body may not take a vote except for a vote to end the closed meeting. The body does not have to vote to close the meeting, but they are allowed to do so.
    - c. All meetings must begin and end in an open session.
4. **ABLE** - 15 min **Jolene Wyler**
  - a. ABLE stands for Achieving a Better Life Experience (ABLE)
  - b. Jolene provided information regarding eligibility for an ABLE account as well as the maximum amounts that can be contributed to an ABLE account and certain tax credits that may be available for those who are contributing to an ABLE account.
  - c. Handouts were provided during the meeting for those in attendance that will be included with the minutes.
  - d. ABLE is designed to allow individuals with disabilities the opportunity to save and invest resources. If someone applies for Medicaid or SSI, etc through the Social Security Administration. Customers are not allowed to have more than \$2000 in resources or assets before they become disqualified for those benefits. The ABLE account program in Utah started in Sept 2021 to be able to offer accounts for individuals with disabilities to be able to save more than \$2000 and not risk losing their health care and Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) benefits. It allows them to work themselves a little more out of poverty.
  - e. The individual with the disability is the account holder and can make some decisions regarding savings accounts or investments. It helps provide some financial independence for those individuals. It is a separate account that is not a regular bank account.
    - i. Question asked by Chair Megen Ralphs: This is not like a 401K and customers can access their funds at any time?
      1. Answer: Correct
    - ii. Questions from Deanna Hopkins regarding how to set up an ABLE account.
      1. Answer from Jolene Wyler that the account is set up through ABLE Utah through a separate financial institution.
      2. Answer from Sarah Brenna that Ohio contracted with a third party that is the financial institution for the bank accounts. The customer receives a debit card that they can use.
    - iii. Question from Shawn Newell if the bank account is insured.
      1. Answer from Jolene Wyler that the savings account is FDIC insured and the four investment programs are Vanguard investment programs.
  - f. A 529 account can be rolled over into an ABLE account.
  - g. Contact Information:
    - i. Jolene Wyler: [jwyler@utah.gov](mailto:jwyler@utah.gov) ABLE Outreach Specialist
    - ii. [team@stableaccount.com](mailto:team@stableaccount.com) (administered by the State of Utah)
    - iii. [ABLEut.com](http://ABLEut.com); also has an online chat available



- iv. M-F 7:00 AM - 6:00 PM Mountain Standard Time
5. **WIOA State Plan - 5 min** **Kim Bartel**
- a. Nyocle Tylka presented: Kim is working on updating the state plan and is coordinating with the committee chairs. She will work on action plans with each committee. During 2024, Town Halls will be held and all board members will be invited to attend these meetings. If you can attend, please do so and share your insights.
- i. Executive Summaries will be provided. Please review the summary for your section to ensure goals are achieved as outlined in the plan and that the plan is solid and updated.
6. **Workforce Development Outreach Report - 5 min** **Zac Whitwell**
- a. Workforce Development Division Assistant Director, Zac Whitwell, provided a summary of the Outreach Report.
- b. Updated flyers for the Virtual Job Fair on November 2, 2023 will be sent with the minutes.
7. **Committee Report Out - 15 min** **Committee Chairs**
- a. Apprenticeships (Chair Joey Gilbert)
- i. The [Apprenticeship Utah Annual Report \(2023\)](#) was released on October 1 and is now available online.
- ii. The Apprenticeship Summit will be held on November 14th at the Rice Eccles Stadium Tower. Referred to flyers that were included in the packets.
- iii. Over 1,900 new apprentices were added over the past year as well as 26 new programs.
- iv. Two new grants were awarded in the past year. One grant is just under \$500K, which is an ongoing grant for up to five (5) years. The other grant is a competitive grant for approximately \$5.3M for pre-apprenticeships and apprenticeships for three years.
- b. Youth (Chair Matt Loo)
- i. Welcome to Matt Loo in his new responsibility as the chair of the Youth Committee. He is looking forward to working closely with DWS staff member Lindsay Cropper and finding out who would like to join the Youth Committee. He would also like to explore the ideas of those who are currently members of this committee and learn what has been done in the past.
- c. Serving Individuals With Disabilities (Chair Deanna Hopkins)
- i. The [49th Annual Golden Key Awards](#) were held in October.
1. [Zion's Bank - Large Employer of the Year](#)
2. [Potbelly Sandwich Works - Medium Employer of the Year](#)
3. [Johan's PostNet - Small Employer of the Year](#)
4. [Mountain America Credit Union - Freedom Award](#)
5. [Fit to Recover - Provider of the Year](#)
6. [ZanDraya Pollock, Amazon - ACE Award](#)
- ii. Lunch and Learn
1. Please contact Leah Lobato; [leahlobato@utah.gov](mailto:leahlobato@utah.gov) if you are interested in learning more or participating in a Lunch and Learn event.
- iii. The Business Relations Team has been conducting seminars and employer workshops throughout the state. They host a bi-annual WorkAbility Job Fair. For more information, contact Leah Lobato.
- d. Career Pathways (Chair Jennifer Saunders)
- i. The chair extended an invitation to any board members who would like to join the Career Pathways committee.
- ii. The Career Pathways Committee is not specifically stated under federal law and was added by Utah, which provides more freedom to identify focus areas and opportunities for adults, youth, people looking for new careers, and individuals with disabilities.
- iii. Discussion of the term pathways and the definition of the word and how it can be described for the board and the committee, and what it can mean for the committee.
- e. Operations (Co-Chair Dan Walker)
- i. The committee met last Friday. DWS Systems Manager Samantha Teh was able to meet with the committee as a guest speaker in relation to House Bill 181. This bill is a requirement for DWS to create



ways for jobs.utah.gov to update the job seeker screens to be friendly towards those who have criminal backgrounds. Samantha had a group discussion and requested feedback.

ii. The Operations Committee is planning to review goals at their next meeting on November 13, 2023.

iii. The Tooele Employment Center re-certification was held in September 2023. T

1. Motion to approve re-certification for the Tooele Employment Center by Shawn Newell

a. Second: Dan Walker

b. Favor: All

c. Opposed: None

iv. Price Re-certification is scheduled for November 16, 2023.

1. To volunteer to participate, please contact Megen Ralphs or Nycole Tylka.

2. At least four (4) board members are needed to participate.

3. A new checklist will be available for board members to use during the re-certification.

4. This is the third certification for the Price office.

v. 2024 SWDB calendars were included in the member packets. Board members were asked to review and please add the meeting dates to their calendars and make it a priority to attend the meetings. Please notify the board administrative assistant if unable to attend.

**Megen Ralphs**

**8. Public Comment**

a. No public comment

b. Kevin Bolander spoke to clarify a question he was asked during his presentation. A public body may not take a vote during a closed session, except to vote to end the closed meeting. They do not have to vote to close the meeting, but are allowed to do so.

c. Motion to adjourn: Sarah Brenna

i. Meeting adjourned at 2:41 PM.

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**UPCOMING SWDB MEETING:**

Thursday, January 11, 2024, 1:00 PM - 3:00 PM

[Utah Department of Workforce Services- South County Employment Center](#)

5735 South Redwood Road, Taylorsville, Utah 84123

[jobs.utah.gov/edo/statecouncil/index.html](#)