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

DATE: Thursday, January 11, 2024  
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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**MEMBERS  
PRESENT:**

Dan Walker  
Deanna Hopkins  
James Jackson III  
Jennifer Saunders  
Jeremy Haslam  
Megen Ralphs  
Michael Lanoue  
Sarah Brenna  
Tonya Hales

**EXCUSED:**

Bruce Rigby  
Casey Cameron  
Debra Fiori  
Jared Haines  
Joey Gilbert  
Lorene Kamalu  
Matt Loo

**MEMBERS  
PRESENT  
(VIRTUAL):**

Dale Curtis  
Gary Harter  
Greg Paras  
Natalie Randall  
Sara Dansie Jones  
Shawn Milne  
Shawn Newell  
Sherry Stevens  
Spencer Loveless  
Stacey Taylor  
Stephanie Patton  
Tannen Ellis Graham

**ABSENT:**

Anthony Martines  
Cory Maloy  
David Gray  
Jeff Worthington  
Nikki Walker  
Wayne Cederholm

**QUORUM:**

Yes



**BOARD  
STAFF:**

Elizabeth Carver  
Aaron Thompson  
Amira Mijic  
Heather Mousley

Kimberley Bartel  
Lindsay Cropper  
Stacie Smith

**BOARD STAFF (EXCUSED)**  
John Talcott

**OTHER  
ATTENDEES:**

Allison Keller  
Helen Hanson

Tashina Williams  
(ITEC)  
Weston Miller  
Zac Whitwell

**OTHER ATTENDEES (VIRTUAL)**

David Busk  
Leah Lobato

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

**Megen Ralphs**

a. Acknowledgments and Introductions

- i. Meeting called to order 1:03 PM
- ii. Business: Commissioner Melisa Stark retired Dec 31. In the process of filling her role.
- iii. Nate McDonald took a new role in the private sector. Deputy Director Rebecca Banner has replaced Nate McDonald. Deputy Director Rebecca Banner joined the meeting at 1:45 P.M. She is currently working as one of the deputy directors of the Department of Workforce Services (DWS) and provided an introduction.
- iv. Heather Thomas replaced Rebecca Banner as the Division Director in the Office of Child Care (OCC).
- v. If members of the board do not know whom to contact in the Department of Workforce Services, please contact Administrative Assistant Natalie Garrett at [ngarrett@utah.gov](mailto:ngarrett@utah.gov).

b. Approval of [October 12, 2023 Meeting Minutes](#)

- i. Motion to approve: Deanna Hopkins
- ii. Second: Jeremy Haslam
- iii. In Favor: All
- iv. Opposed: None

c. Meeting Date Change: April Meeting was sent out to be changed to April 4, 2024 because of the One Utah Summit. The Board will have a few tickets to attend the Governor's One Utah Summit the following week on April 11-12, 2024.

- i. **Action Item:** If you are interested, please contact Natalie Garrett at [ngarrett@utah.gov](mailto:ngarrett@utah.gov). Tickets will be reserved on a first come, first serve basis. Tickets are only available for board members.

d. Three new board members were appointed yesterday by Governor Gox.

- i. New Board Members:
  1. Jordan Leonard, Emery County Commissioner
  2. Kendall Thomas, Tooele County Council
  3. Lauren Navidomskis, Lantern House in Ogden

**2. One Stop Center Recertifications**

**Megen Ralphs**

a. Price DWS Office was recertified on November 16, 2023.

- i. DWS Service Area Director Zac Whitwell: Expressed appreciation for the board members' time to certify the center. This is the third certification for the Price center.
- ii. Board members present for the recertification: Dan Walker, Dale Curtis, Spencer Loveless, Tannen Ellis-Graham
- iii. Motion to Approve: Board Member Director Gary Harter
- iv. Second: Board Members Dan Walker & Sarah Brenna
  1. No questions or discussion.
- v. In favor: All



- vi. Opposed: None
- b. There are twelve (12) Comprehensive One Stop Centers and Nineteen (19) Affiliate Centers throughout the state.
  - i. Upcoming dates for future One Stop Center recertifications will be provided to the board.
- c. Motion to approve all the affiliate sites (outlined below):
  - i. Mountainland Service Area: Heber City, Park City, Nephi
  - ii. Bear River/Wasatch Front North Service Areas: South Davis, Brigham City
  - iii. Uintah Basin/Castle Country/Southeast Service Areas: Emery, Moab, Blanding, Roosevelt, Vernal
  - iv. Central Utah/Southwest Service Areas: Panguitch, Kanab, Beaver, Richfield, Junction, Loa, Manti, Delta
  - v. Salt Lake City: Refugee Services Office
    - 1. Motion to approve: Board Member Sarah Brenna
    - 2. Second: Board Member Deanna Hopkins
    - 3. In favor: all
    - 4. Opposed: None
- 3. **WIOA State Plan and Annual Narrative** **Kim Bartel & Heather Mousley**
  - a. Town Hall on January 4, 2024 presented Utah's State Plan. The Town hall was very well attended with about 60 people from the public attending. The Town Hall is held when the plan is renewed.
  - b. DWS staff Kim Bartel and Program Manager Heather Mousley presented an overview of the Workforce Innovation and Opportunity Act (WIOA) State Plan.
  - c. The plan is out for public comment and the executive summary is included in the packet. In the past the plan has been a unified plan that required core partners to participate (as defined under WIOA law). This year, the Jobs for Veterans State Grant (JVSG) has been added to the plan making it a combined plan. There is information regarding JVSG on page five of the executive summary.
    - i. **Action Item:** Please review the executive summary of the plan and send an email to Kim Bartel at [kbartel@utah.gov](mailto:kbartel@utah.gov) and Nycole Tylka at [ngtylka@utah.gov](mailto:ngtylka@utah.gov) if you would like to provide feedback.
  - d. Board Member Designee Stephanie Patton: Adult Education continues to offer the full services possible to adult education students across the state who are trying to gain education or adult language acquisition.
  - e. DWS Assistant Director Aaron Thompson: Vocational Rehabilitation was able to identify some goals and strategies based off of a recent needs assessment. The needs assessment included surveying community partners, current and former clients, and employers, to provide insights about the needs of individuals with disabilities to be successful. Vocational Rehabilitation also partnered with the State Vocational Rehabilitation Council in the development of these goals.
  - f. Questions and Discussion:
    - i. Chair Megan Ralphs: The Executive Summary is a good refresher to help remember and understand the focus of the board and help committees to support the goals the board has set. It is important to give feedback on the draft.
    - ii. Board Member Tannen Ellis-Graham: Asked about the top three things that are a little different or one big takeaway in moving into the next two to four years.
      - 1. Chair Megan Ralphs mentioned changing to the combined plan and adding the JVSG grant into the plan.
      - 2. Division Director Elizabeth Carver referred to the executive summary that was compiled to help the board. In addition each committee has a document that lists out the goals to align with the plan.
  - g. SWDB Committees: Kim Bartel explained that each board member should be assigned to and serving on a committee and all committees have goals that are reflective of the plan.
    - i. Chair Ralphs explained that if a board member is not part of a committee or has interest in switching assigned committees, they should contact Megan Ralphs and she will help find the best committee for you and your focused goals and interests. .



- h. DWS Assistant Division Director Nycole Tylka explained that this WIOA State Plan is a four (4) year plan but there is a plan modification every two (2) years based on what is identified as needs and the efforts of the committees. She provided an overview of how the plan influences strategic goals.
  - i. This WIOA State Plan is available for public comment through February 3, 2024 on jobs.utah.gov.
    - i. Email DWS staff Kim Bartel at [kbartel@utah.gov](mailto:kbartel@utah.gov) so that she can incorporate feedback. Plan needs to have feedback incorporated by mid February 2024 so that it can be finalized before submitting for approval by March 4, 2024. The WIOA State Plan will be approved by the board before it can be submitted.
    - ii. **Action Item:** Please watch for an email requesting a vote for board approval for the WIOA State Plan.
  - j. DWS State Program Manager Heather Mousley provided a summary and success story from the WIOA Annual report. Board members are encouraged to read through the success stories.
- 4. WIOA Performance Measures**
- Heather Mousley,  
Aaron Thompson & Stephanie Patton**
- a. Performance Measures 2022 Outcomes handout: Heather Mousley presented a summary of the document. The department met or exceeded all performance targets.
    - i. Question from Board Member Jennifer Saunders asked for some examples of what is being done to achieve better outcomes.
      - 1. DWS Service Area Director Zac Whitwell: Local areas are reviewing strategies to increase engagement with employers at the local area, and also to add engaging with employers to the performance plan for the employee on the local level in order to proactively work to achieve goals. Each area is strategically reviewing what they can do and measuring it with local staff.
    - ii. DWS Assistant Division Director Aaron: Vocational Rehabilitation (VR) Program negotiates targets for populations they serve. In all areas, VR was able to exceed or achieve the goal outcomes that were set.
      - 1. Emphasis was placed on second and fourth quarter employment outcomes for clients with disabilities. VR is using support from Leah Lobato's team to educate employers on accommodations that help with employment retention. Focus is being placed on making sure that clients understand career pathways and are aware of available registered apprenticeship opportunities and credentials they can earn for long term career growth.
      - 2. Vocational Rehabilitation's contribution to services to employers was shown in the Town Hall presentation. Since the last plan update, VR services to employers has increased by over 400%. Choose to Work Specialists provide training, technical assistance, and additional support on hiring and retaining individuals with disabilities.
    - iii. Board Member Designee Stephanie Patton- Adult Education Year to Year comparison shows a significant increase in all of our outcomes that demonstrates a lot of hard work and emphasis on retention. These state goals have allowed Adult Education to see success in keeping students longer each year and have increased outcomes.
      - 1. Adult Education uses Measurable Skills Gains (MSG) post testing to measure the level of knowledge for individual students when they enter the program vs. the level after a specific number of hours of instruction, and they have seen a specific number of academic level gains from post testing. The culture is very intentional and structured providing support and building capacity for personnel to continuously improve.
      - 2. Adult Education is also building a culture of innovation and making sure their programs have the resources that they need. Almost 20 percent of the students served are in the age range of 16-18 years of age and are disengaged from high school. Adult Education also serves students who are incarcerated and correctional facilities were severely hampered by Covid-19 and rebounding has been a lot slower for correctional facilities, specifically for county jails.
    - iv. Board Chair Megen Ralphs commented on the success story that Heather Mousley read (referencing page 20) and discussed Maslow's hierarchy of needs and how employment helped him to meet those needs. She also re-emphasized how employers help keep the economy going and to review how the key partners help work together with the Department of Workforce Services. She discussed the concepts for programs



such as Wagner-Peyser, Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF).

v. Questions and comments about the plan:

1. **Action Item:** Read the success stories in the Annual Narrative and review the annual narrative 7 page summary, send feedback to Kim Bartel at [kbartel@utah.gov](mailto:kbartel@utah.gov).
2. Board Member Sarah Brenna expressed thanks to all the staff and employees who worked on the WIOA State Plan.
3. Board Chair Megen Ralphs expressed thank you to the board members and their committees for all their work and working on their goals to support the plan.

5. **Workforce Development Outreach Report**

**Weston Miller**

- a. Workforce Development Division Service Area Director, Weston Miller, provided a summary of the Outreach Report.
  - i. Two new Apprenticeship Navigators were hired in November. If you need assistance with setting up an apprenticeship, please contact them using the information below.
    1. Northern Utah: Rene Meza, [meza@utah.gov](mailto:meza@utah.gov) or (385) 467-2804
    2. Southern Utah: Abbygail Rowley, [abbygailrowley@utah.gov](mailto:abbygailrowley@utah.gov) or (435) 393-5619
  - ii. Board Chair Megen Ralphs: Apprenticeships are really growing so reach out to the apprenticeship navigator support that is listed on the [map](#).

6. **Committee Report Out**

**Committee Chairs**

- a. Operations (Committee Chair Gary Harter)
  - i. Please refer to any packet materials and handouts.
    1. Comment from Chair Ralphs that the Virtual Job Fairs are a simple way to participate and find job seekers. Board members are encouraged to participate and encourage their networks to participate as well.
      - a. Handout: March 7, 2024: Virtual Job Fair for Employers & [Virtual Job Fair for Job Seekers](#)
  - ii. The Operations Committee has also been supporting Town Hall and the WIOA State Plan initiative that has been discussed throughout the meeting.
  - iii. To join this committee or if you have ideas or feedback, please contact:
    1. Committee Chair Gary Harter: [gharter@utah.gov](mailto:gharter@utah.gov)
    2. Committee Co-Chair Dan Walker: [dwalker@clydeinc.com](mailto:dwalker@clydeinc.com)
- b. Career Pathways (Committee Chair Jennifer Saunders, Ph.D.)
  - i. Chair Saunders highlighted that there are opportunities to strengthen higher education pathways and technical education pathways. K-12 defines pathways differently from higher education and there are gaps. There appears to be a need to define "pathways" across entities.
  - ii. School districts and technical colleges have strong relationships with employment centers and there is an opportunity to continue to strengthen those. Some community members and school counselors or academic advisors see the Department of Workforce Services (DWS) as a place one would go if unemployed. There is an opportunity to continue to educate on the many services that DWS provides.
  - iii. The Career Pathways Committee has the opportunity to engage with the Youth Committee and Apprenticeship Committee as well as the Serving Individuals with Disabilities Committee. It is important that the Pathways Committee work well with the other committees to serve everyone to grow the skilled workforce of Utah. Persons with disabilities need the pathways available for everyone and we need customization for everyone.
  - iv. To join the Career Pathways Committee or if you have ideas to contribute, please contact:
    1. Committee Chair Jennifer Saunders, Ph.D: [jennifer.saunders@slcc.edu](mailto:jennifer.saunders@slcc.edu)
    2. Committee Co-Chair James Jackson, III: [james@j3motivation.com](mailto:james@j3motivation.com)
- c. Serving Individuals With Disabilities (Committee Chair Deanna Hopkins)
  - i. See the handouts that were included with the packet for upcoming events:
    1. January 22, 2024: [Lunch & Learn: Epilepsy and Everyday Life](#)





2. January 24, 2024: [Lunch & Learn, Unleashing Your Potential: Mastering the D.R.I.V.E System and Personality Tools 12:00-1:00 PM](#)
  - a. 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.
3. January 30, 2024: [Disability: IN Utah Center for Assistive Technology - UCAT 12:00-1:00 PM](#)
4. February 26 - March 8, 2024: [Flash Mentoring Event](#)
  - a. If any interested business partners would like to join the flash mentoring, please contact Leah Lobato: [leahlobato@utah.gov](mailto:leahlobato@utah.gov)
    - i. Comment from Leah that it is just a one hour virtual commitment.
5. March 12, 2024: [Disability: IN Utah Employer Workshop, 9:00-2:00 PM](#)
6. April 9, 2024: [WorkAbility Career Exploration & JobFair, 9:30 AM - 2:00 PM](#)
7. September 26, 2024: Save the date for the annual [Golden Key Awards](#). The Disability:In Summit will be held in conjunction with the Golden Key Awards. More information to follow. Will also offer scholarships for individuals and veterans.
- d. Youth (Presented by Nycole Tylka on behalf of Matt Loo)
  - i. Committee Chair Matt Loo excused.
  - ii. Working on identifying the committee participants and what their goals and areas of focus are in relation to the WIOA State Plan. They have established a regular meeting schedule and what they would like to target in those meetings.
  - iii. Brainstorming ideas including short videos or reels that they may use to target youth.
  - iv. This Committee is looking for new representatives, so if you know someone in the community that would like to participate on the Youth Committee or if you have ideas to contribute, please contact:
    1. Committee Chair, Matt Loo: [matt@alcsq.com](mailto:matt@alcsq.com)
    2. Committee Co-Chair David Gray: [dgray@lagoonpark.com](mailto:dgray@lagoonpark.com)
- e. Apprenticeships (Presented by Nycole Tylka on behalf of Committee Chair Joey Gilbert)
  - i. Committee Chair Joey Gilbert excused.
  - ii. Nycole Tylka provided an update regarding the Apprenticeship Summit held at the University of Utah on November 14, 2023.
  - iii. Two new staff were hired in November 2023 to assist with apprenticeships. You may contact any of the staff below regarding apprenticeships:
    1. Apprenticeship Navigator for Northern Utah Rene Meza: [rmeza@utah.gov](mailto:rmeza@utah.gov) or (385) 467-2804
    2. Apprenticeship Navigator for Southern Utah Abbygail Rowley: [abbygailrowley@utah.gov](mailto:abbygailrowley@utah.gov) or (435) 393-5619
    3. DWS State Program Specialist Alexia Murphy: [amurph@utah.gov](mailto:amurph@utah.gov) or (801) 707-3549
    4. DWS State Program Manager Lindsay Cropper: [lcropper@utah.gov](mailto:lcropper@utah.gov) or (801) 726-8094
    5. DWS Assistant Division Director Nycole Tylka: [ngtylka@utah.gov](mailto:ngtylka@utah.gov) or (801) 971-5450
  - iv. Commissioner of Apprenticeships Melisa Stark retired in December 2023. The Department of Workforce Services is working with the executive committee to fill Melisa's vacancy and hopefully will have a new commissioner in place to introduce at the next board meeting.
  - v. Comment from Committee Member Michael Lanoue that the Apprenticeship Summit was very well attended and very informative.
    1. The first National Youth Apprenticeship week will be held May 5-11, 2024. The purpose is to highlight the benefits and the value of registered apprenticeship program opportunities for youth.
      - a. The Committee has talked about some possibilities for open houses with trade centers or career fairs that could be held during that week.
      - b. Try to target all the youth as possible right before graduation
      - c. Suggestion from Chair Ralphs to include ways to expand ideas to include Southern Utah youth and other ways include the rural areas and highlight career paths.



2. Women in Trades apprenticeship program held a graduation on Dec 19th. There was an opportunity for individuals to tour different centers. Electrical training alliance hosted them for a day or two and they were able to get some hands-on training. It is for general construction and job site safety. Also took a tour of a construction site.
  - a. Question from Megan regarding having the State Workforce Development Board holding a meeting at one of their sites and then taking a tour.
    - i. UA140 is right down the street. Megan would like to have the April meeting and take a tour. A general overview would take approximately 30-45 minutes.
    - ii. Comment online from Leah Lobato: That is where the employer workshop offered a tour for the board in July 2023 (Division of Services for the Blind and Visually Impaired)
3. Mike met with the Job Corps about Work Based Learning Apprenticeships. He would like to get contractors included in this pathway and has also been approached by a few high schools about it. The problem he has encountered is that high school students can only work part time, whereas Job Corps customers are available full time. Trying to create a pathway for electrical training alliance to see what can be applied.

**7. Public Comment**

**Megen Ralphs**

- a. No public comment
- b. Deanna Hopkins commented that if you would like additional training, please contact the Business Relations Team:
  - i. Director, Governor's Committee on Employment of People with Disabilities, Leah Lobato: [leahlobato@utah.gov](mailto:leahlobato@utah.gov)
  - ii. Rehabilitation Program Specialist Ben Baldonado: [blbaldonado@utah.gov](mailto:blbaldonado@utah.gov)
  - iii. Rehabilitation Program Specialist Josh Rodeback: [jrodeback@utah.gov](mailto:jrodeback@utah.gov)
- c. Chair Megen Ralphs: Reminder to board members share information regarding the ABLE Accounts from the October 2023 meeting with those in their networks.
- d. Motion to adjourn:
  - i. Meeting adjourned at 2:32 PM.

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**UPCOMING SWDB MEETING:**

Thursday, April 4, 2024, 1:00 PM - 3:00 PM  
Utah Electrical Training Alliance  
7466 s Redwood Road, West Jordan, Utah 84084  
[jobs.utah.gov/edo/statecouncil/index.html](https://jobs.utah.gov/edo/statecouncil/index.html)