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

DATE: Thursday, July 11, 2024  
TIME: 1:00 p.m. – 3:00 p.m.  
LOCATION: DWS South County Employment Center  
5735 South 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:**

Bruce Rigby  
Deanna Hopkins  
Greg Paras  
James Jackson III  
Jared Haines  
Matt Loo  
Megen Ralphs  
Michael Lanoue  
Sara Jones  
Sarah Brenna  
Shawn Newell  
Stacey Taylor  
(Danielle Pedersen  
for Stephanie  
Patton)  
Tannen Ellis Graham

**EXCUSED:**

Casey Cameron  
Dan Walker  
Debra Fiori  
Gary Harter  
Jennifer Saunders, Ph.D.  
Joey Gilbert  
Stephanie Patton

**ABSENT:**

David Gray  
Jeff Worthington  
Jeremy Haslam  
Nikki Walker  
Shawn Milne  
Wayne Cederholm

**MEMBERS  
PRESENT  
(VIRTUAL):**

A. Cory Maloy  
Dale Curtis  
Kendall Thomas  
Jordan Leonard  
Lauren Navidomskis  
Sara Dansie Jones  
Sherry Stevens  
Spencer Loveless  
Tonya Hales

**QUORUM:**

Yes



**BOARD  
STAFF:**

Elizabeth Carver  
Amira Mijic  
Kimberley Bartel

Natalie Garrett  
Scott Romney

**OTHER ATTENDEES (VIRTUAL)**

Allison Keller  
Helen Hanson  
Stacie Smith  
Tashina Williams (ITEC)

**OTHER  
ATTENDEES:**

Aaron Thompson  
Alexia Murphy  
Amie Graff  
Ben Crabb  
Chris Williams  
Dave Fogerty  
Kendyl Brockman  
(DHHS)  
Laura Thompson  
John Talcott

Michelle Hill (*Clyde  
Inc*)  
Nate McDonald  
(*Clyde Inc*)  
Lisa Spencer  
(*Clearfield Job  
Corps*)  
Rylee Williams  
Weston Miller  
Zac Whitwell

**BOARD STAFF EXCUSED:**

Heather Mousley  
Nycole Tylka

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**1. Welcome and Opening Business**

**Megen Ralphs**

a. Acknowledgments and Introductions

- i. Meeting called to order at 1:04 PM.
- ii. Introductions of new board members:
  1. Jordan Leonard, Kendall Thomas, and Lauren Navidomskis.
  2. Two members of the public have submitted their applications for consideration for board membership.
  3. Dan Walker from Clyde Companies who has been serving as the co-chair of the Operations Committee has retired and his position is open for applications. Appreciation was expressed to Dan for his service with the board.
- iii. Acknowledgement to Danielle Pedersen with Adult Education for representing Stephanie Patton at this board meeting.
- iv. The October board meeting date has been changed to October 3, 2024 due to the Governor's One Utah Summit to be held on October 11, 2024 in Southern Utah. Board members are encouraged to participate in the Governor's Summit where possible.
- v. David Busk with the Department of Workforce Services has transitioned roles and is serving as the Chief of Veterans Services.
- vi. Amie Graff with the Department of Workforce Services is serving as the new Central and Southwest Service Area Director.

b. Service Project Overview

- i. This year the board will partner with the Department of Workforce Services to participate in a service project to alleviate strain on food pantries. The food drive will likely take place September 2024. DWS Employment Centers will serve as collection centers. Board members and employees will be invited to participate. Calculations for pounds of food collected between DWS and SWDB will be reported to the board.
  1. Question from Tannen Ellis Graham: Do board members have to provide food or can money be donated and the food pantry will use the cash donation?
  2. Answer that more information will be provided. Will also provide information about what types of food would be preferred and most needed by the food pantries.



- ii. 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).
- c. Committee Charters
  - i. WIOA Partner MOU/IFA and WIOA One Stop Charter
  - ii. During the Executive Committee Meeting, the five committees reviewed their charters and voted to approve them all. Each committee charter is reviewed and approved every four years and is part of the requirements under the Combined Plan.
    - 1. Operations Committee Charter: Gary Harter is the chair of this committee. Most of this charter will remain the same. The language has changed to the Combined Plan instead of the Unified Plan.
    - 2. Career Pathways Committee Charter: Under the direction of Jennier Saunders and James Jackson, this charter has been updated to include a goal oriented approach instead of focusing on data collection. The committee is working on a more action oriented plan and unifying language under their Career Pathways Charter.
    - 3. Apprenticeship Committee Charter: The charter remained mostly the same, but has new leadership with a new chair to be announced soon.
    - 4. Youth Committee Charter: The committee has a new goal to develop key deliverables focusing on youth resources.
    - 5. Services to Individuals with Disabilities Committee Charter: This charter had the most changes. On October 1, 2024, the Governor's Committee on Employment of People with Disabilities & Business Relations will sunset and be moved under the State Workforce Development Board. The charter will be restructured due to the sunset provision.
  - iii. **Action Item:** Board members were encouraged to participate in a committee and if they are not currently part of a committee, please reach out to Megen Ralphs directly to begin participating. Board members currently assigned to a committee were encouraged to continue or increase participation where possible.
- d. Approval of April 4, 2024 Meeting Minutes
  - i. No discussion
  - ii. Motion to approve: Tannen Ellis Graham
  - iii. Second: Michael Lanoue
  - iv. In Favor: All
  - v. Opposed: None
- e. Request by Megen Ralphs to move up the Committee Report Out to after the One Stop Certification on the agenda.
  - i. Motion: Tannen Ellis Graham
  - ii. Second: Matt Loo
  - iii. No discussion
  - iv. All in favor: Yes
  - v. Opposed: None
- f. Workforce Innovation and Opportunity Act (WIOA) Partner Infrastructure Funding Agreement (IFA) & WIOA One Stop Operator Memorandum Of Understanding (MOU) (Lindsay Cropper)
  - i. Lindsay Cropper (DWS) provided an explanation of the Infrastructure Funding Agreement (IFA) and One Stop Operator Memorandum. There are two agreements to provide WIOA services. The



One-Stop Operator MOU is between the board and the DWS. It allows DWS to continue to provide services for American Job Centers (AJCs) across the State. This MOU has been fully executed. The second agreement is a partner MOU between all core and required partners. These partners include DWS, the State Board of Education, Job Corps, Youth Build, USHE, higher education, Easter Seals, aging services, Futures Through Training, and the Indian Education Training Center. This is an agreement of how these partners will work together and support each other to share the AJC costs to meet employment needs. Approximately 10-12 different agencies have to come together to sign the agreement and it is in the process of being completed.

## **2. One Stop Recertifications**

**Megen Ralphs**

### **a. Logan Employment Center Certification**

- i. Certifying Board members: Bruce Rigby, Lauren Navidomskis
- ii. Lauren Navidomskis shared her experience. The staff were knowledgeable and she enjoyed watching the staff and learning how the process worked.
- iii. Bruce Rigby provided an update of the experience with the Logan Employment Center staff and their knowledge of the resources available in their area. Staff were very professional and courteous and made them feel comfortable.
- iv. Bruce recommended the need for some appropriations for a better sign. It was difficult to find the office.
- v. Motion to approve to recertify the Logan Employment Center
  1. Motion: Bruce Rigby
  2. Second: Shawn Newell
  3. No discussion
  4. All in favor: Yes
  5. Opposed: None

### **b. Cedar City Employment Center**

- i. Certifying Board members: Megen Ralphs, Matt Loo, Kendall Thomas
- ii. Matt Loo provided an update of the experience with the Cedar City Employment Center staff and their knowledge of the resources available in their area and appreciation for the staff who interacted with them. Suggested brainstorming among board members of what can be done to promote DWS services in the community.
- iii. Megen Ralphs shared her experience during the certification process. The center was very crowded and the board members sat back and watched the staff. Noticed that staff are quite flexible but balanced in providing services to customers. Board members could sense a concerted effort in the staff to try to find ways to help the customer.
  1. Motion to approve the recertification of the Cedar City Employment Center:
  2. Motion: Matt Loo
  3. Second: Sarah Brenna
  4. All in favor: Yes
  5. Opposed: None
- iv. Upcoming Certifications
  1. Clearfield: August 2024
  2. South County (Taylorsville): September 2024
  3. Metro: November 2024



4. To participate in an upcoming recertification, please contact:
  - a. Natalie Garrett: [ngarrett@utah.gov](mailto:ngarrett@utah.gov) or
  - b. Nycole Tylka: [ngtylka@utah.gov](mailto:ngtylka@utah.gov)

### 3. Committee Report Out

#### Committee Chairs

- a. Apprenticeship Committee (Commissioner of Apprenticeships Scott Romney)
  - i. Most school districts have their testing in the last few weeks of May and it is harder to have the National Youth Apprenticeship week during that time.
  - ii. Working on a state youth apprenticeship study as part of [S.B.122](#). And trying to identify recommendations that can be made to the state legislature and Utah System of Higher Education (USHE).
  - iii. Work Based Learning (WBL) coordinators are coordinating with the Apprenticeships Committee to try to present for technical education programs and try to work on youth apprenticeships for employers so that information can be
  - iv. Current statistics from the Department of Labor show 284 registered apprenticeships programs.
  - v. Apprenticeship Summit has a planned tentative date of November 19th and will have more information before October SWDB meeting. National Apprenticeship Week will be November 17-23.
  - vi. Question from Megan Ralphs about some of the apprenticeship pathways.
    1. REM Aviation is advanced manufacturing and bringing on adult learners as well. They are working to expand in the past month.
    2. Also working with Intermountain Healthcare for biomed technicians and brought on 18 additional apprentices.
    3. Question from Jared Haines: Does that include some of the licensed apprenticeships in some of the traditional trades? Do you have some comparison of the non-traditional?
      - a. Answer from Scott Romney: Yes, that has to do with the traditional rates such as plumbing, electrical, etc but there are also some non-traditional apprentices as well. About 60% is traditional.
- b. Youth (Chair Matt Loo)
  - i. Working with an alternative school in Washington County for school aged children in grades 7-12. In St. George about 160-180 students. Almost 90% of students graduate. Students are not always involved in other opportunities in the county. This committee is working on establishing workshops throughout the school year.
  - ii. This committee would like to collaborate with the Career Pathways and Apprenticeship committees for some crossover opportunities and Matt Loo suggested that the committee chairs have additional meetings once a quarter to coordinate efforts.
    1. Megan Ralphs commented that this could be a discussion item for the Executive Committee meeting in October.
  - iii. The previous committee leadership had plans to create videos for the Youth Committee. The current committee has discussed some of these ideas and would like to still consider what ideas could be pursued with the youth.
  - iv. **Action Item:** This committee is looking for a co-chair and other committee members who would like to join. Please contact Megan Ralphs or Matt Loo.
- c. Career Pathways (Committee Co-Chair- James Jackson III.)



- i. Committee has decided to take a more intentional approach and has been meeting monthly instead of quarterly. Has taken an approach to map out the pathways and trying to identify the skills that employees may be lacking in order to try to improve soft skills and other skills that may be improved for employers.
- d. Serving Individuals With Disabilities (Committee Chair Deanna Hopkins)
  - i. The Governor's Committee on Employment of People with Disabilities and Business Relations will sunset and be moved under the State Workforce Development Board in October 2024. The committee is working on updating their bylaws.
  - ii. The Golden Key Awards will honor employers of various sizes as well as individuals who have excelled. The Golden Keys Awards will be held on October 1, 2024.
    - 1. If you would like to participate, please contact Leah Lobato. A flier for The Golden Keys Awards is in the packet.
  - iii. The USOR Business Relations Team hosted their bi-annual workshop and had 32 businesses participate and over 300 job seekers attend. Board members are encouraged to attend the next bi-annual workshop.
  - iv. As an employer, if you need support or assistance with workshops, please contact a member of the Business Relations Team.
    - 1. Leah Lobato: [leahlobato@utah.gov](mailto:leahlobato@utah.gov) or (801) 599-7423
    - 2. Benjamin Baldonado: [blbaldonado@utah.gov](mailto:blbaldonado@utah.gov) or (435) 414-5461
    - 3. Joshua Rodeback: [jrodeback@utah.gov](mailto:jrodeback@utah.gov) or (385) 266-0509
  - v. Upcoming Events (see the flyers from Leah)
    - 1. 07/05/2024 Communicate with Confidence
    - 2. 07/30/2024 National Ability Center Information Session and Tour
    - 3. 08/13/2024 National Parks Service Federal Employment Overview
    - 4. 08/22/2024 Communicate with Confidence Virtual Workshop at 12:00 PM
    - 5. 09/10/2024 USOR Employer Workshop; 9:00 AM - 2:00 PM
    - 6. 10/01/2024 Disability: In Utah Summit & 50th Annual Golden Key Awards
    - 7. 10/08/2024 Work Ability Career Exploration & Job Fair; 9:30 AM - 2:00 PM
- e. Operations (Kim Bartel on behalf of Chair Gary Harter)
  - i. Dan Walker has retired and this committee is looking for a new co-chair.
  - ii. The final version of the combined plan is on the website and can be reviewed by the board members.
  - iii. There will be three more certifications upcoming
    - 1. Clearfield: August 2024
    - 2. South County: September 2024
    - 3. Metro: November 2024
      - a. **Action Item:** to participate in a recertification, please contact
        - i. Natalie Garrett: [ngarrett@utah.gov](mailto:ngarrett@utah.gov) or (385) 245-4627
        - ii. Kim Bartel: [kbartel@utah.gov](mailto:kbartel@utah.gov) or (801) 824-7524

#### 4. Economic Update

**Ben Crabb**

- a. DWS Chief Economist, Ben Crabb, provided an overview of the labor market in Utah in comparison to other states in the nation and nationwide. Unemployment rate for Utah is currently at 2.9%. Retirees and those not seeking employment are not factored into the unemployment rate.
- b. There is a steady upward trend in increased labor participation rate in individuals aged 55-64.





- c. Utah has seen a significant domestic migration from other states in 2020-2022, which dropped off in 2023. Utah also has the sixth most expensive housing market in the nation.
  - d. Inflation
    - i. Peak inflation (March 2022 9.0%)
    - ii. Now (May 2024) 3.3%
    - iii. As of July 2024 3.0%
    - iv. Shelter is now the largest component of inflation. The Russian invasion of Ukraine has had an impact on energy prices.
    - v. Inflation vs. Earnings: Mountain region (8 intermountain states) inflation peaked around 10%.
    - vi. Weekly hours are trending down and weekly earnings are not keeping up with inflation.
    - vii. Median listing prices for homes in Utah are up 33%.
  - e. PowerPoint slides will be sent out to the board.
- 5. Healthcare Workforce Advisory Council (HWAC)** **Kendyl Brockman DHHS**
- a. Kendyl Brockman provided an overview of the committee and subcommittee for the HWAC and the 2024 Action Plan, which includes enhancing coordination, strengthening clinical training, and fulfilling statutory duties.
  - b. Provided an explanation of the Senate Bill 192 higher Education Amendments, House Bill 387 Physician Workforce Amendments, and House Bill 58 International Licensing Amendments that were the three largest bills that the Health Care Workforce Advisory Council focused on during the past year.
    - i. Question from Tannen Ellis Graham: Who is on the other side about getting paid by insurance companies? I am looking more into how these physicians are paid.
    - ii. Answer: We are looking more into the licensure and the qualifications. Kendyl volunteered to look more into this and connect with Tannen at a later date.
  - c. Comment from Jared Haines: Talent Ready Utah has been working with DHHS and HWAC partners in developing a new behavioral health technician certification to assist providers. They have engaged with insurers to develop codes that will pay for their services
    - i. Question from Tannen Ellis Graham: What level of training is this? Because anyone can be a CNA. You don't have to have any type of certification to be a CNA.
      - 1. Kendyl explained that the behavioral health technician certification training level is below a bachelor's degree level.
    - ii. Comment from Jared Haines: Talent Ready Utah is working together with this group in a pilot to tie in with psychology programs to have opportunities to work more in this field.
- 6. Workforce Win** **Amie Graff**
- a. Service Area Director Amie Graff provided a summary of the Workforce Win video that was presented to the board. Milford Mining has currently hired about 70 individuals and has a 5 year projection to hire about 160 additional employees.
    - i. Question from Megan: Has this offset any of the employment needs from the pig farm?
    - ii. Answer: Yes. Amie provided background information that Milford lost a large pig farm employer overnight a few years ago and this has helped significantly.
- 7. Workforce Development Outreach Report** **Weston Miller**
- a. Weston Miller provided a few highlights from the Workforce Development Outreach Report.
  - b. **Action Item:** Board members are encouraged to participate and share the word for the Statewide Virtual Job Fair.



- i. Average attendance for the virtual job fairs is about 600 job seekers and approximately 40-100 employers. DWS staff work with both employers and job seekers to facilitate attendance at the job fairs.
    - ii. The next Statewide Virtual Job Fair for employers and job seekers will be held on 09/12/2024 from 10:00 AM-1:00 PM.
  - c. Question from Tannen Ellis Graham about her nephew that is on unemployment: If my nephew talks to someone at a job fair, does it only count as one job contact because he was at a virtual fair? Or at an in person fair and he talks to multiple, does it only count as one contact? Or because it was one fair?
    - i. Answer from Megen Ralphs that the person has to have an intent to be interested in the job and have an intent to actually follow up.
    - ii. Response from Weston Miller to direct the person to an employment center to connect with an employment counselor for assistance with their questions.
8. **Public Comment** **Megen Ralphs**
- a. No public comment
  - b. Reminder by Board Chair Megen Ralphs to all board members to make note of the upcoming meetings and attend committee meetings.
  - c. Proposal by Board Chair Megen Ralphs to consider a potential board field trip in April 2025 during a board meeting.
  - d. Meeting adjourned at 2:51 PM.

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**UPCOMING SWDB MEETING:**

Thursday, October 3, 2024, 1:00 PM - 3:00 PM  
Department of Workforce Services, South County Employment Center  
5735 South Redwood Road, Taylorsville, UT 84123  
[jobs.utah.gov/edo/statecouncil/index.html](https://jobs.utah.gov/edo/statecouncil/index.html)