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

DATE: Thursday, October 9, 2025
TIME: 1:00 p.m. - 3:00 p.m.
LOCATION: DWS South County Employment Center, 5375 S Redwood Road, Taylorsville, UT 84123
Google Meet: meet.google.com/enu-ixea-vko
Phone: (US) +1 516-268-6796; PIN: 240 363 432#

Satellite Location: DWS Cedar City, 176 East 200 North, Cedar City 84721

**MEMBERS
PRESENT
SOUTH
COUNTY:**

Aaron Thompson (*for
Sarah Brenna*)
Alesha LeMmon
Deanna Hopkins
Debra Fiori
Lucio Gallegos-Notario
Michelle Hill
Rich Fullmer
Sarah Brenna
Shawn Newell
Tannen Ellis Graham
Tyler Low

EXCUSED:

Casey R. Cameron
Gary Harter
Greg Paras
Sarah Brenna

ABSENT:

Jeff Worthington
Jeremy Haslam
Jordan Leonard

QUORUM:

Yes

**MEMBERS
PRESENT
CEDAR
CITY:**

James Jackson
Matt Loo
Megen Ralphs
Steven L. Olson
Whitney Harris

**MEMBERS
PRESENT
(VIRTUAL):**

Celina Sinclair
Kendall Thomas
Lauren Navidomskis
Sara Jones
Shawn Milne
Sherry Stevens
Spencer Loveless
Stacey Taylor
Tonya Hales
Vic Hockett

**BOARD
STAFF:**

Elizabeth Carver
Alexia Murphy
Amira Mijic
Lindsay Cropper
Natalie Garrett
Nycole Tylka

OTHER ATTENDEES (VIRTUAL)

Helen Hanson
Zac Whitwell

**OTHER
ATTENDEES:**

Amie Graff
Becky Wickstrom
Chris Williams
David Fogerty
Heather Mousley
John Talcott
Leah Lobato
Su Chon
Weston Miller

BOARD STAFF EXCUSED:

None

1. Welcome and Opening Business

Megen Ralphs

a. Acknowledgements and Introductions:

- i. The meeting was called to order at 1:04 p.m.
- ii. The Commissioner of Apprenticeships position is currently vacant following the departure of the previous Commissioner. The Department is reviewing applications that have been received. The Executive Committee will assist the Department with the interview process.
- iii. Natalie Garrett into the vacant position previously held by Kim Bartel. In this new role, she will provide support to both the Operations Committee and the full Board. The Department will soon post and fill a new Administrative Assistant position to backfill her duties. Board members should expect official correspondence to begin coming from the new Administrative Assistant once that position is filled.
- iv. Alesha LeMmon has joined the Board as the new Adult Education representative and the designee for Dr. Molly Hart, replacing Stephanie Patton. She will also serve as a member of the Executive Committee.
- v. Chair Ralphs welcomed and recognized Su Chon from the Workforce Services Legal Division, who attended the meeting as a guest speaker.
- vi. Chair Ralphs acknowledged the attendees gathered at the Cedar City satellite location: James Jackson, Whitney Harris, Matt Loo, Steven Olson, Megen Ralphs, and Liz Carver.

b. Approval of the draft minutes from the SWDB General Board Meeting held on 07/10/2025.

- i. Discussion: None
- ii. Motion to approve the meeting minutes: Shawn Newell
- iii. Second: Deanna Hopkins
- iv. In favor: All
- v. Opposed: None
- vi. Motion passed unanimously

2. AJC One Stop Recertification, Spanish Fork Employment Center

Megen Ralphs



- a. Lucio-Gallegos Notario reported on the on-site visit to the Spanish Fork Employment Center for the One-Stop Recertification. He stated the experience was wonderful, noting the great support and helpful staff. He commended the staff's dedication and the center's clearly defined purpose, which made the approval process straightforward.
 - i. Motion to approve the Spanish Fork One-Stop:
 1. Motion: Lucio Gallegos-Notario
 2. Second: Whitney Harris
 3. All in Favor: Yes
 4. Opposed: None
 5. Motion passed unanimously
 - ii. Congratulations were extended to Service Area Director John Talcott (present at South County location) and to Manager Brandon Haslam (online).
- b. Lehi Employment Center AJC One-Stop Recertification
 - i. The recertification of the Lehi Employment Center is scheduled for November 19th, from 9:00 a.m. - 1:00 p.m. Chair Ralphs requested board member volunteers to assist with the review process. Rich Fullmer and Steven Olson volunteered their time. Kendall Thomas indicated his possible availability to assist.

3. Open and Public Meeting & Conflict of Interest Training

Su Chon

- a. Chair Ralphs welcomed Su Chon from the Workforce Services Legal Division, as a guest to provide two essential trainings. Ms. Chon, an attorney with 31 years of experience, provided both the Open and Public Meetings Act training and the Conflict of Interest training. The slides for both presentations will be distributed to the Board.
- b. Ms. Chon provided the legally required annual training on the Open and Public Meetings Act (Title 52, Chapter 4), which mandates that all actions and deliberations of the board be conducted openly.
- c. Key points of the Open and Public Meeting Training included:
 - i. **Agenda Items:** Each topic must be listed separately on the agenda; items not listed cannot be discussed or acted upon.
 - ii. **Inappropriate Actions:** Board members must avoid private collaboration to influence votes.
 - iii. **Best Practices:** Review of best practices included following the agenda, maintaining focus, allowing public comment, accurately tracking motions and votes, and managing disruptive behavior.
 - iv. **Recordings:** Meetings must be recorded completely and unedited, with recordings posted on the public notice website.
 - v. **Minutes:** Minutes must include the date, time, place, members present, actions taken, and the substance of all matters discussed, including public testimony. Minutes must be made available within **30 days**.
 - vi. **Public Comment:** Individuals providing public comment must state their name; observation without comment does not require a name.
 - vii. **Closed Meetings:** A motion to close a meeting requires approval by a two-thirds majority vote, with the reason and individual votes recorded in the minutes. A subsequent motion and vote are required to reopen the meeting.
 - viii. **Enforcement:** Non-compliance with the Act can lead to actions to void votes, lawsuits, attorney's fees, and a Class B misdemeanor.
- d. **Conflict of Interest Training:**

- i. The Board received training on the new **Conflict of Interest Form**, a measure advised by the Attorney General's office to ensure Department of Workforce Services funds are spent appropriately.
 1. **Requirement:** The form is a required, sworn statement and public record that must be notarized.
 2. **Filing:** Board members must complete the form, with one copy kept by the Department of Workforce Services and one sent to the Attorney General's office.
 3. **Clarification:** In response to a question from Tannen Ellis Graham regarding potential conflicts with government-funded work, Ms. Chon advised that a disclosure under Section 3 may be prudent for safety, but if the matter is not directly affected by an action of the State Workforce Development Board, disclosure may not be mandatory. She advised Tannen to follow up privately for specific guidance.
 4. **Procedure:** It was noted that a Notary Public would be present at the board meeting at 2:30 p.m. to assist members in completing the notarization. Board members who did not attend in person were instructed to complete the form, have it notarized, and mail the original copy to the Department of Workforce Services office.
 5. **Updates:** Ms. Chon noted that while the legal requirement for updating the form is only if a conflict changes, it is best practice to update the form annually.

4. WIOA Annual Report

Aaron Thompson,
Lindsay Cropper,
Alesha LeMmon

- a. The Board was updated on the status of the WIOA Annual Report, which covers activities from July 2024 to June 2025. The report is being finalized in collaboration with the Communications Division and is scheduled to be submitted to the Department of Labor in December.
- b. Key contributors to the report include Heather Mousley and Lindsay Cropper (Wagner-Peyser & WIOA), Aaron (Vocational Rehabilitation), and Stephanie Patton and Alesha (Adult Education).
- c. **Partner Highlights and Success Stories:**
 - i. The report's final section, "Best Practices," highlights several successful initiatives:
 - ii. **Juvenile Justice (JJYS):** A strong partnership allows an employment center (EC) staff member to meet with youth inside correctional facilities. This grants the staff member access to provide critical connections before the youth's release.
 - iii. **Foster Care (FC) Youth:** The Department of Workforce Services is supporting FC youth, including a success story about a young woman who aged out of the system at 18. She is now graduating from a pre-med program and has been accepted to medical school.
 - iv. **Veterans:** A featured veteran success story details a former Marine who received on-the-job training (OJT) to learn mechanical engineering skills. The veteran obtained an auto-tech certification and secured a full-time employment.
- d. **Partner Updates:**
 - i. **Vocational Rehabilitation (Aaron):** Efforts are focused on helping In-School Youth (ISY) access career counseling and real-world work experience starting at age 14. A collaborative work experience between Vocational Rehabilitation (VR) and Workforce Development Division (WDD) helped a client with a disability gain stability and pursue a career as an Registered Nursing (RN).



- ii. **Adult Education (Alesha):** Partnerships have expanded to help students in alternative education settings and those learning English enroll in relevant programs. A new strategy involves quarterly regional meetings with DWS and all community partners (food banks, employers, schools) to better disseminate information. They are also implementing "Tric Connect" open houses three times annually during parent-teacher conference (PTC) times to connect providers and facilitate enrollment.

e. Board Review and Future Training:

- i. Lindsay Cropper emphasized that reviewing the WIOA report is one of the best ways for Board members to see the impact of their work.
- ii. Chair Ralphs encouraged members to review the report and also noted the forthcoming 2025 DWS Annual Report, which she would like to review in January.
- iii. Chair Ralphs also requested that the Board schedule additional training on government programs and terminology in 2026, acknowledging that many employer-based Board members do not regularly encounter this specialized vocabulary.

5. Workforce Development Outreach Report

Amie Graff

- a. Service Area Director Amie Graff provided an overview of the events in the Workforce Development Outreach Report for July -September 2025.

6. Committee Report Out

Committee Chairs

- a. **Apprenticeship Committee** (Committee Chair Whitney Harris; Co-Chair Rich Fullmer)
 - i. **Significant Growth:** Registered apprenticeships in Utah now exceed **5,000**, representing a **25% annual increase**.
 - ii. **Program Expansion:** Utah successfully launched **51** new programs across 23 occupations this past year, a marked increase from the typical annual average of 20 programs.
 - iii. **Youth Focus:** The program saw strong growth in youth participation, outpacing the growth of adult learners.
 - iv. **New Partnerships:** Apprenticeship Navigators are actively developing programs with new partners, including Driven Forward, Milford Hospital, Q Hydrogen, and the Park City Sheriff's Department.
 - v. **Youth Initiatives:** The first youth apprentice cohort is set to launch at the Decker Lake Youth Center.
 - vi. **Future Discussion Areas:** Committee discussions centered on three key areas to support continued growth: potential future funding, removing youth barriers (such as driver's license or housing issues), and developing a shared statewide apprenticeship database.
- vii. **Discussion:**
 - 1. **Apprenticeship Type:** Vic Hockett inquired whether the growth stemmed primarily from new enrollments in existing programs or from an increase in new, privately registered apprenticeships. (The response indicated the numbers are mostly registered programs.)
 - 2. **Related Technical Instruction (RTI) Model:** Mr. Hockett requested data to clarify if the RTI component is being delivered more frequently by employers or by educational institutions (schools/technical colleges). He noted his specific interest in seeing if more employers are developing apprenticeships.

3. **Navigator Impact:** Chair Ralphs asked for an analysis of whether the creation of the Navigator position successfully addressed the barrier of complexity in establishing new RTI programs.
4. **Educational Context:** Mr. Hockett clarified that his interest in school-developed programs includes those sponsored by Talent Ready, specifically mentioning four "degree ready" apprenticeship programs, including those at SUU, SLCC, and Snow College.
 - a. **Action Item:** Nycole Tylka will gather and report back with more detailed numbers and data on RTI delivery methods and the impact of the Navigator position on reducing program development barriers.
- b. **Youth Committee** (Committee Chair Matt Loo; Co-Chair Jordan Leonard)
 - i. Committee Chair Matt Loo reported that the 2025 goal for this committee is to improve collaboration and maximize efforts by gaining a deeper understanding of the work done by other Board committees, thereby avoiding duplication.
 1. The Committee has already begun attending meetings of other groups, including the Services to Individuals Committee in September.
 2. This engagement has highlighted a service gap for youth based on their age.
 3. Moving forward, the Committee plans to work with the Operations and Career Pathways Committees to align activities.
 4. A secondary goal is to improve how the Youth Committee tells its story, working with Lindsay Cropper to positively share the Committee's growth and impact
- c. **Serving Individuals With Disabilities** (Committee Chair Steven Olson; Co-Chair Stacey Taylor)
 - i. Committee Chair Steven Olson provided an update on the activities and initiatives of this committee.
 - ii. **Vocational Rehabilitation (VR):**
 1. **Board of Selection:** USOR is currently in the process of implementing a **Board of Selection** for Vocational Rehabilitation services.
 2. **Priority of Service:** Staff are reminded to focus on individuals with **more significant challenges** and must apply the priority of service question.
 3. **Plan Amendment:** An amendment to the VR section of the plan has been drafted, public input has been gathered, and the final document has been submitted to the Oversight Committee. Mr. Olson will provide a follow-up update at the next meeting.
 - iii. **Community Outreach and Events:**
 1. **Golden Keys Awards:** The **51st Annual Golden Keys Awards** ceremony was held on September 25th and was highly successful. Videos of the event have been [posted](#) online at jobs.utah.gov. Board Liaison Liz Carver recommended that all Board members attend next year if possible, with Steven Olson commenting on the positive experience, which was also noted by the Governor's office.
 2. **Job Fairs:** USOR's Community Relations (CR) team is actively engaged in business partnerships:
 - a. The first Tooele Area Job Fair saw participation from 47 employers and 240 job seekers.
 - b. An event with the Active Independent Living Center in Price included 37 business partners from 17 industries

3. Upcoming Events:
 - a. October 7, 2025: Work Ability Fair
 - b. October 14: Invest in Talent: Discover Tax Credits, Boning and More Virtual Lunch and Learn
 - c. October 29: Job Coaching: what Employers Need to Know VirtualLunch and Learn
 - d. February 24-March 7, 2026: Flash Mentoring
 - iv. Members were encouraged to review the provided packet for full details on these events. For any questions, please contact Steven Olson.
 - d. **Career Pathways** (Committee Chair James Jackson)
 - i. Committee Chair James Jackson provide the update for the Career Pathways Committee, noting the following key initiatives:
 1. **Committee Collaboration:** The Committee is actively working with the Youth Committee to identify opportunities for joint efforts and mutual assistance.
 2. **Economic Insights:** The Committee plans to invite an **economist** to a future meeting to discuss how the economy is changing, highlight new career opportunities, and provide resources for job seekers, specifically focusing on the impact of Artificial Intelligence (AI).
 - e. **Operations** (Committee Chair Gary Harter)
 - i. Assistant Director Nycole Tylka provided the update for this committee on behalf of Gary Harter. The Operations Committee reported that their current focus areas include:
 1. **Employer Survey:** Soliciting feedback on the proposed employer survey instrument. Chair Ralphs commented that once the survey is updated, it will be reviewed by all Board members.
 2. **Spanish Fork One-Stop:** Nycole provided a brief summary of the recent AJC Recertification for the Spanish Fork One-Stop Center and the upcoming Lehi AJC on November 19th.
 3. **Sub-Committee Leadership:** Sara Jones continues to lead the sub-committee.
7. **Public Comment & Closing Business** **Megen Ralphs**
- a. **Public Comment:** None. No members of the public were present.
 - b. **Service Project:**
 - i. Nycole Tylka will distribute emails with details regarding the annual Service Project- a food drive benefiting the Utah Food Bank. Members preferring to donate funds via Venmo were asked to email Chair Ralphs or Nycole Tylka the donation amount for tracking purposes to include in the annual report.
 - c. **Next Meeting Dates:**
 - i. Chair Ralphs drew the Board's attention to the 2026 meeting calendar.
 - d. **Adjournment:**
 - i. Motion to adjourn: James Jackson
 - ii. Second: Matt Loo
 - iii. Time of adjournment: 2:25 p.m.
 - e.

UPCOMING SWDB MEETING:

Thursday, January 8, 2026, 1:00 PM - 3:00 PM
Thursday, April 9, 2026, 1:00 PM - 3:00 PM
Thursday, July 9, 2026, 1:00 PM - 3:00 PM
Thursday, October 8, 2026, 1:00 PM - 3:00 PM

Utah Department of Workforce Services, South County Employment Center
5735 S. Redwood Road, Room 114
Taylorsville, UT 84123
jobs.utah.gov/edo/statecouncil/index.html

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