

DRAFT MINUTES PENDING BOARD APPROVAL

STATE WORKFORCE DEVELOPMENT BOARD
GENERAL MEETING MINUTES

DATE: January 16, 2020

TIME: 1:00 p.m. – 3:00 p.m.

LOCATION: Department of Workforce Services
South County Employment Center, RM 114
5735 South Redwood Road, Taylorsville, UT 84123

MEMBERS PRESENT:	Brian Olmstead	Lance Lehnhof	EXCUSED:	Elizabeth Garbe
	Bruce Rigby	Lisa Angotti		Gary Harter
	Bryan Flake	Max Backlund		Jared Haines
	Carl Brailsford	Megen Ralphs		Joey Gilbert
	Connie Nielson	Shawn Newell		Kari McKay
	Deanna Hopkins	Tannen Ellis Graham		Patricia Tueller
	Greg Paras	Tommy Montoya		Shawn Milne
	Jim Boyd			Tony Martines

QUORUM: No

ABSENT:	Blair Carruth	Joseph Carlson
	David Gray	Kimberlee Carlile
	Diane Lewis	Mark Brasher
	Jeff Worthington	Roger Prewett

BOARD SUPPORT STAFF: Kimberley Bartel
Liz Carver
Mahal Roesser

OTHER ATTENDEES:	Aaron Thompson	David Busk	Roger Snow
	Alexia Murphy	Emily Rosh	Samantha Teh
	Amira Mijic	Emily Stirling	Sandy Terry
	Amy Lowe	Janette Hernandez	Sydney Christensen
	Brian Smith	John Talcott	Yvette Woodland
	Bryan Kessinger	Leah Lobato	Zac Whitwell
	Carolyn Parsons	Lindsay Cropper	Zenaida Martinez
	Coy Jackson	Michael Miller	
	Darren Hotton	Nycole Tylka	
	Darren Johnson	Rafael Montero	

ACTION ITEM(S):	ASSIGNED TO:	DUE BY:
1. Review Draft WIOA Plan	Board	ASAP
2. Send out electronic voting poll for recommendation to approve Spanish Fork and Lehi as One-Stop Comprehensive Centers.	Mahal Roesser	1/23/20
3. Submit electronic vote on recommendation to approve Spanish Fork and Lehi as One-Stop Comprehensive Centers.	Board	1/29/20
4. Share Employer Survey QR code with other employers interested in participating.	Board	ASAP

1. WELCOME AND OPENING BUSINESS

Board Chair Megan Ralphs called to order the State Workforce Development Board (SWDB) General Meeting at 1:05 p.m. on Thursday, January 16, 2020 at the office of the Department of Workforce Services in Taylorsville, Utah.

A. ACKNOWLEDGMENTS AND INTRODUCTIONS

Board Chair Megan Ralphs addressed the Board with the following updates, acknowledgements, and announcements:

- i. [2020 Utah Economic Summit is now on June 18th, 2020](#)
- ii. Board Member Robert Freebairn's end of term.
- iii. Excused Executive Director and Board Member Gary Harter.
- iv. Welcomed new Board Member Max Backlund of the Salt Lake Chamber.
- v. Draft WIOA Plan and Town Hall Meetings
 - a) Acknowledged and thanked Board Members able to attend these town hall meetings.
 - b) Called attention to pages 38-100 of the draft WIOA Plan.
- vi. Referred Board Members to the [SWDB Bylaws](#), discussed attendance, and requirement to inform the Board Chair of any changes in job titles, positions, or companies.
- vii. Discussed committee efforts and the Utah Patriot Partnership redevelopment and redesign.

B. APPROVAL OF OCTOBER 10, 2019 MINUTES - DEFERRED

Board Chair Megan Ralphs deferred the motion to approve the meeting minutes of the October 10, 2019 SWDB General Meeting due to no quorum present.

2. ONLINE REFERRAL DEMO

Senior Business Analyst Kim Bartel provided background on the partner referral system and warm hand-off requirement. Systems Manager Samantha Teh led an online demo of this referral system.

- A. System allows partners to make referrals between each other, external partners and to DWS.
- B. Board Member Tannen Graham inquired about employer involvement in the referral system.
 - i. Only One-Stop Comprehensive Centers and newly certified centers are eligible to use this partner referral system.

3. SPANISH FORK AND LEHI CERTIFICATION

Board Chair Megan Ralphs recognized the employees involved in the One-Stop Certifications for Spanish Fork and Lehi and thanked the SWDB Members able to attend.

A. ONE-STOP CENTER INTRODUCTIONS

- i. Brian Kessinger, DWS Program Specialist
- ii. Brian Smith, DWS Manager
- iii. Zenaida Martinez, DWS Supervisor
- iv. Sydnee Christensen, DWS Supervisor
- v. Amy Loew, DWS Program Specialist
- vi. John Talcott, DWS Area Director
- vii. Coy Jackson, Vocational Rehabilitation District Director
- viii. Rafael Montero, Vocational Rehabilitation District Director

B. BOARD MEMBER ACKNOWLEDGMENTS

- i. Board Member Bryan Flake shared positive feedback about his experience with the Lehi certification process and emphasized the capacity of DWS resources available to customers.

C. APPROVAL OF CERTIFICATION RECOMMENDATIONS

- i. Board Chair Megan Ralphs deferred the motion to approve the recommendation to certify Spanish Fork and Lehi as One-Stop Comprehensive Centers to an electronic vote due to no quorum present.

4. EMPLOYER SURVEY FOLLOW-UP

Board Member Deanna Hopkins discussed upcoming One- Stop Certifications and directed Board Members to a QR code to take the survey and provide to other employers.

5. WORKFORCE WIN – LOWE’S

DWS Area Director John Talcott acknowledged the efforts of DWS teams in Spanish Fork that were involved in helping Lowe’s reach its hiring goal.

A. [Lowe’s Launches Store with Hiring Help](#)

6. BUSINESS HIGHLIGHT

Board Chair Megan Ralphs described the purpose of business highlights and introduced Board Member Shawn Newell of Industrial Supply Company.

- A. Board Member Shawn Newell provided an overview of [Industrial Supply Company](#), discussed the company culture, vetting process for new hires, and ideal qualities sought out in candidates.
- B. Board Chair Megan Ralphs inquired about specific DWS services that Industrial Supply Company engaged to supplement its hiring practices.

7. WIOA PLAN

Board Liaison and Division Director Liz Carver explained the town hall meeting process, [the WIOA Plan](#), required readings, public comment period, and next steps to implement public feedback and vote on a final WIOA Plan.

8. WORKFORCE DEVELOPMENT OUTREACH

DWS Area Director Dave Busk summarized highlights from the upcoming Quarterly Workforce Development Outreach Update.

9. COMMITTEE ACTIVITIES AND DISCUSSION

Committee Chairs and Board Members presented updates to the Board from their respective Subcommittees of the SWDB.

A. APPRENTICESHIPS

Board Member Carl Brailsford summarized apprenticeship activities and shared excitement about the WIOA Plan.

B. OPERATIONS

Board Member Deanna Hopkins referenced her earlier announcement regarding employer survey follow-up.

C. SERVICES TO INDIVIDUALS WITH DISABILITIES

Director Leah Lobato called attention to the handouts in each Board Member packet.

- i. [Employer Workshop, Tuesday, March 10, 2020](#)
- ii. [Governor's Committee, Business Relations & Choose to Work Update](#)
- iii. [Work Ability Career Exploration & Job Fair, Tuesday, April 14, 2020](#)

D. YOUTH

Youth Committee Chair and Board Member Tommy Montoya discussed interest in using different platforms and tools that may increase accessibility of resources to youth.

E. CAREER PATHWAYS

Committee Chair and Board Member Jim Boyd discussed new involvement in [Career and Technical Education \(CTE\)](#) programs.

10. NEW BUSINESS

Board Chair Megen Ralphs called for new business.

- A. Deputy Director and Board Member Greg Paras thanked Board Members for their donations and participation in the SWDB Pantry Pack Service Project.
- B. Board Chair Megen Ralphs announced Nycole Tylka as the new Assistant Division Director to Director and Board Liaison Liz Carver, described the service project purpose, population served, the coordinated statewide service project efforts, and provided brief instructions for assembling the pantry packs.

11. PUBLIC COMMENT

No public comment.

12. ADJOURNMENT

Board Chair Megen Ralphs called for a motion to adjourn the General Meeting of the State Workforce Development Board on Thursday, January 16th, 2019 at the office of the Department of Workforce Services in Taylorsville, Utah 2:10 p.m.

MOTION: Shawn Newell

