

DRAFT MEETING MINUTES PENDING BOARD APPROVAL
STATE WORKFORCE DEVELOPMENT BOARD
GENERAL MEETING MINUTES

DATE: October 14, 2021
TIME: 1:00 p.m. – 3:00 p.m.
LOCATION: Google Meet: meet.google.com/bon-xuzo-ban
 Phone: (US) +1 802-466-2695 PIN: 361 201 439#
 5735 South Redwood Road, Taylorsville, UT 84123 Room #114

MEMBERS PRESENT:

Alexis Bucknam	Jenna Matsumura
Angie Chapman	Jennifer Saunders
Carl Brailsford	Kari McKay
Dale Curtis	Lisa Angotti
Dan Walker	Megen Ralphs
Deanna Hopkins	Sarah Brenna
Eden Johnson	Stephanie Patton
Gary Harter	Tannen Ellis Graham
Greg Paras	Tommy Montoya
Jared Brydson	Shawn Newell
Jared Haines	

EXCUSED: Casey Cameron
 Jim Boyd
 Joey Gilbert
 James Jackson III
 Commissioner Lorene Kamalu

ABSENT: Bruce Rigby
 David Gray
 Joseph Carlson
 Sara Dansie Jones
 Shawn Milne
 Connie Nielsen
 Jeff Worthington
 Commissioner Anthony Martines
 Tracy Gruber

QUORUM: Yes

BOARD STAFF: Kim Bartel
 Liz Carver
 Mahal Roesser
 Sandy Terry

OTHER ATTENDEES:

Aaron Thompson	Melisa Stark
Alexia Murphy	Mykel Severson
Amanda McPeck	Nycole Tylka
Amira Mijic	Peter Reed
Brianna Brazell	Rachelle Ackley
Chris Williams	Tashina Williams
David Busk	Timothy Budd
Helen Hanson	Tonia Jones
Janette Hernandez	Trinity Pattern
Jeanne Philippe Martial	Yvette Woodland
MarJean Elder	Zac Whitwell

ACTION ITEMS:

1. Notify Mahal Roesser or Kim Bartel if you would like to participate in a One-Stop Recertification.
Assigned to: All
Due by: Ongoing
2. Contact Director Brenna at sbrenna@utah.gov for additional information or questions regarding the Utah State Office of Rehabilitation (USOR).
Assigned to: All
Due by: Ongoing
3. Send out the 47th Annual Golden Key Awards Press Release and video links.
Assigned to: Mahal Roesser
Due by: 11/14/2021

MEETING MINUTES:

1. WELCOME AND OPENING BUSINESS

Board Chair Megan Ralphs called to order the virtual State Workforce Development Board (SWDB) General Meeting at 1:04 p.m. on October 14, 2021.

A. ACKNOWLEDGMENTS AND INTRODUCTIONS

Board Chair Megan Ralphs welcomed the State Workforce Development Board Members and called for introductions.

B. APPROVAL OF THE JULY 8, 2021 MINUTES

Board Chair Megan Ralphs called for a motion to approve the meeting minutes of the July 8, 2021 SWDB Meeting.

MOTION: Gary Harter

SECOND: Deanna Hopkins

Approve: All

Oppose: None

C. 2022 SWDB MEETING SCHEDULE

Board Chair Megan Ralphs discussed the 2022 SWDB Meeting Schedule and announced the next meeting date changed to January 6, 2022 in order to accommodate the [What's Up Down South](#) event on 1/13/2022

2. CLEARFIELD ONE-STOP RECERTIFICATION

Director of Veteran & Military Affairs Gary Harter discussed the purpose of the One-Stop Certifications as part of WIOA Plan and asked for feedback about the Clearfield recertification from Board Members Jennifer Saunders and Jared Brydson.

A. Board Member Jennifer Saunders shared positive feedback about efforts observed to accommodate working individuals with after-hours resources and services and the skills assessment techniques.

B. Board Member Jared Brydson shared positive feedback about the virtual platform, level of staff integration, and sense of community presented to the public.

C. Approval of Recommendation to Recertify Clearfield

Board Member Jared Brydson made a motion to approve the recommendation and recertify Clearfield as One-Stop Certification Center.

MOTION: Jared Brydson

SECOND: Jennifer Saunders

Approve: All

Oppose: None

3. **OPEN AND PUBLIC MEETINGS ACT TRAINING**

Director and General Counsel Amanda McPeck of Adjudications and Appeals led the annual Utah Open and Public Meetings Act Training for the SWDB.

4. **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING PLAN (SNAP E&T)**

Program Manager Chris Williams provided an overview of the SNAP federal assistance program and eligibility requirements including participation in an E&T plan.

- A. Board Member Alexis Bucknam discussed the Utah Task Force on Food Security and [SNAP to Skills \(S2S\)](#).
- B. Board Member Deanna Hopkins inquired about the raised amounts held in [Achieving a Better Life Experience \(ABLE\)](#) accounts and potential impacts on SNAP eligibility.
 - i. Program Manager Chris Williams emailed the following clarification:
ABLE Utah accounts should be excluded both as income and resources for the purposes of determining SNAP eligibility ([FNS-GD-2016-0018, April 4, 2016](#)).

5. **UTAH STATE OFFICE OF REHABILITATION (USOR) 100 YEARS**

Director Sarah Brenna provided an overview of USOR, USOR priorities, the Utah Governor's Committee on Employment of People with Disabilities (GCEPD), and Vocational Rehabilitation (VR) programs.

- A. Board Member Alexis Bucknam inquired about current efforts between USOR and Utah school districts to create opportunities for individuals with disabilities.
 - i. Director Sarah Brenna provided information about USORs approach to special education and discussed its efforts to coordinate services through assigned instructors, participate in Individualized Education Program (IEP) meetings, and collaborate with the Board of Education and contractors.
- B. Board Member Deanna Hopkins shared positive feedback about the 2021 Golden Key Awards & Disability:IN Utah Summit.
- C. Please contact Director Brenna at sbrenna@utah.gov for additional information or questions.
- D. Mahal Roesser will send out the 47th Annual Golden Key Awards Press Release and video links.

6. **APPRENTICESHIP HUB DEMO AND CAMPAIGN UPDATE**

Commissioner of Apprenticeships Melisa Stark shared campaign updates about the [Apprenticeship Website Hub](#) and announced the launch of the new campaign [billboards](#) and [commercials](#).

- A. Discussed the recent campaign launch, newly registered programs, and programs in progress.
- B. Board Member Alexis Bucknam inquired about the partnership between Apprenticeship Utah and Keys to Success.
 - i. Commissioner of Apprenticeships Melisa Stark provided clarifying information about these partnership efforts.

- C. Board Chair Megan Ralphs inquired about the campaign's approach to reaching target populations.
 - i. Commissioner of Apprenticeships Melisa Stark discussed efforts to develop a systematic statewide approach to reaching target populations.
- D. Board Member Jenna Matsumura inquired about racial demographic data in the next apprenticeship report.
 - i. Commissioner of Apprenticeships Melisa Stark clarified that this data is available in the [apprenticeship report](#) released on October 1, 2021.

7. WORKFORCE DEVELOPMENT OUTREACH

Service Area Director Yvette Woodland summarized highlights from the [Workforce and Employer Support Update July-September 2021](#).

8. COMMITTEE ACTIVITIES AND DISCUSSION

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

- A. APPRENTICESHIPS COMMITTEE
Commissioner of Apprenticeships Melisa Stark shared committee updates concurrently during the Apprenticeship Hub Demo and Campaign Update.
- B. YOUTH COMMITTEE
Board Member Tommy Montoya reported updates on social media campaign videos related to workplace skills and an anticipated release in 2022.
- C. SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE
Board Member and Committee Chair Jenna Matsumura shared highlights about the [Governor's Committee, Business Relations & Choose to Work](#), Windmills Attitude Training, and the 2021 Golden Key Awards & Disability:IN Utah Summit.
- D. CAREER PATHWAYS COMMITTEE - Deferred
- E. OPERATIONS COMMITTEE
Board Member and Committee Co-Chair Gary Harter announced the upcoming One-Stop Recertifications for Metro and St. George Employment Centers in November 2021 and January 2022 respectively.
 - i. **Please notify Mahal Roesser or Kim Bartel if you would like to participate in a One-Stop Recertification.**
 - ii. Board Member and Committee Co-Chair Gary Harter thanked Chief of Veteran Services Phil Martial who led the 2021 Veterans Conference.

9. NEW BUSINESS

No new business.

10. PUBLIC COMMENT

No public comment.

11. ADJOURNMENT

Board Chair Megan Ralphs called for a motion to adjourn the virtual General Meeting of the State Workforce Development Board on October 14, 2021 at 2:56 p.m.

MOTION: Gary Harter