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**STATE WORKFORCE DEVELOPMENT BOARD**  
**GENERAL MEETING MINUTES**

<b>DATE:</b>	October 14, 2021		
<b>TIME:</b>	1:00 p.m. – 3:00 p.m.		
<b>LOCATION:</b>	Google Meet: <a href="https://meet.google.com/bon-xuzo-ban">meet.google.com/bon-xuzo-ban</a> Phone: (US) +1 802-466-2695 PIN: 361 201 439# 5735 South Redwood Road, Taylorsville, UT 84123 Room #114		
<b>MEMBERS PRESENT:</b>	Alexis Bucknam Angie Chapman Carl Brailsford Dale Curtis Dan Walker Deanna Hopkins Eden Johnson Gary Harter Greg Paras Jared Brydson Jared Haines	Jenna Matsumura Jennifer Saunders Kari McKay Lisa Angotti Megen Ralphs Sarah Brenna Stephanie Patton Tannen Ellis Graham Tommy Montoya Shawn Newell	<b>EXCUSED:</b> Casey Cameron Jim Boyd Joey Gilbert James Jackson III Commissioner Lorene Kamalu
<b>QUORUM:</b>	Yes	<b>ABSENT:</b>	Bruce Rigby David Gray Joseph Carlson Sara Dansie Jones Shawn Milne Connie Nielsen Jeff Worthington Commissioner Anthony Martines Tracy Gruber
<b>BOARD STAFF:</b>	Kim Bartel Liz Carver Mahal Roesser Sandy Terry		
<b>OTHER ATTENDEES:</b>	Aaron Thompson Alexia Murphy Amanda McPeck Amira Mijic Brianna Brazell Chris Williams David Busk Helen Hanson Janette Hernandez Jeanne Philippe Martial MarJean Elder	Melisa Stark Mykel Severson Nycole Tylka Peter Reed Rachelle Ackley Tashina Williams Timothy Budd Tonia Jones Trinity Pattern Yvette Woodland 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](mailto: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 Megen 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 Megen Ralphs welcomed the State Workforce Development Board Members and called for introductions.

#### B. APPROVAL OF THE JULY 8, 2021 MINUTES

Board Chair Megen 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 Megen 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](mailto: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 Megen 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 Megen 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