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

**DATE:** Thursday, October 6, 2022  
**TIME:** 1:00 p.m. – 3:00 p.m.  
**LOCATION:** Google Meet: [meet.google.com/aku-ezge-cwv](https://meet.google.com/aku-ezge-cwv)  
 Phone: (US) +1 662-445-3314 PIN: 796 607 273#  
 5735 South Redwood Road, Taylorsville, UT 84123 Room #114

<b>MEMBERS PRESENT:</b>	Dan Walker Deanna Hopkins Debra Fiori Greg Paras Jared Brydson Jennifer Saunders Jim Boyd Joey Gilbert July Hendricksen <i>(Representative for Lisa Angotti)</i>	Megen Ralphs Michael Lanoue Sarah Brenna Shawn Milne Stephanie Patton Tannen Ellis Graham Wayne Cederholm	<b>EXCUSED</b>	Alexis Bucknam Dale Curtis Casey Cameron Eden Johnson Gary Harter Lisa Angotti Lorene Kamalu Joey Gilbert Matt Loo Shawn Newell Tracy Gruber Tommy Montoya
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<b>MEMBERS PRESENT (VIRTUAL):</b>	Anthony Martines David Gray Jeff Worthington	Nikki Walker Sara Dansie Jones Tonya Hales	<b>ABSENT:</b>	Bruce Rigby Cory Maloy Dan Walker James Jackson, III Jared Haines
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**QUORUM:** Yes

<b>BOARD STAFF:</b>	Elizabeth Carver Heather Mousley Kimberley Bartel	Lindsay Cropper Natalie Garrett	<b>BOARD STAFF (EXCUSED)</b>	Christina Davis David Busk
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<b>OTHER ATTENDEES:</b>	Alexia Murphy Allison Keller Amira Mijic Christine Andersen Christopher Garrard <i>(Member of Public)</i> Elliott Lawrence Helen Hanson Jean-Philippe Martial John Talcott - <i>virtual</i>	Lindsey Echols Lisa Duckworth Melisa Stark Samantha Teh Todd Jorgensen <i>(Representative for David Busk)</i> Yvette Woodland Zac Whitwell	<b>OTHER ATTENDEES (VIRTUAL)</b>	Aaron Thompson Andrea Woodring Darren Hotton Leah Lobato MarJean Elder Stafford Pamieri Tashina Williams
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## MEETING MINUTES

### 1. WELCOME AND OPENING BUSINESS

Board Chair Megan Ralphs excused Executive Director Casey Cameron and welcomed Deputy Director Greg Paras, and called the State Workforce Development Board (SWDB) General Meeting to order 1:02 pm on October 6, 2022.

#### A. ACKNOWLEDGMENTS AND INTRODUCTIONS

- I. Board Chair Megan Ralphs welcomed board members, representatives, and guests.
- II. Introduction of new members Debra Fiori, Wayne Cederholm, and Nikki Walker (joining virtually). New Board Member Orientation was held earlier today. Excused Matt Loo. Acknowledged Michael Lanoue who has attended a previous meeting.
- III. Brief overview of board service project to make hygiene kits after the meeting that will be distributed throughout the state.
- IV. Excused Tommy Montoya and Gary Harter.
- V. Instruction to all present in person and online that the meeting is being recorded.
- VI. Governor's Award of Excellence for one of the DWS employees in Ogden. This award distributed to only a few of the 20,000+ state employees. Award was presented to Employment Counselor Matthew Morris in the Ogden One-Stop Employment Center for his efforts during Covid-19.

#### B. APPROVAL OF THE JULY 14, 2022 MINUTES

Board Chair Megan Ralphs called for a motion to approve the meeting minutes of the July 14, 2022 SWDB General Meeting.

**MOTION:** Deanna Hopkins

**SECOND:** Tannen Ellis Graham

*Approve: All*

*Oppose: None*

#### A. **Ogden Recertification Approval**

- a. David Gray presented information regarding the Ogden One-Stop Employment Center which was re-certified as an American Job Center in May 2022. Motion presented to the board by David Gray to approve the Ogden Employment Center recertification.

**MOTION:** David Gray

**SECOND:** Jim Boyd

*Approve: All*

*Oppose: None*

#### B. **Open Public Meetings Act Training**

Elliott Lawrence, DWS Legal Counsel

- a. Provided required annual training on open public meetings.
- b. Reminders to track motions and votes. Recordings and written minutes are required.
- c. Request for questions and feedback from the group. No questions.
- d. Comments that the training was well done and entertaining from Sarah Brenna.

**C. Overview of Updates to jobs.utah.gov**

Samantha Teh

- a. DWS Employment Support Systems Program Manager Samantha Teh provided an overview of improvement to the jobs.utah.gov system that have been made based on employer and job seeker feedback.
  - I. Positive comments from Megen Ralphs.
  - II. Questions from Tannen Ellis Graham: Have you seen an uptake or down take now that the website has been improved?
  - III. Answer from Samantha Teh: Have not seen a difference in the data yet.
  - IV. Follow up question from Tannen: How long has it been live? Since July 2022.
  - V. Elizabeth Carver shared that there is an option for employers to work with someone from DWS to have large numbers of jobs posted at one time without entering them one by one. [Provided an overview of the WDS map.](#)

**D. [WORKFORCE DEVELOPMENT OUTREACH](#)**

John Talcott

Service Area Director, John Talcott shared highlights from the Quarterly Workforce and Employer Support Update (July-September 2022).

**E. COMMITTEE REPORT OUT**

Committee Chairs

**a. Apprenticeships**

- I. Report provided by Commissioner of Apprenticeship, Melisa Stark. Overview of informational videos that are in the process of being produced and translated into Spanish.
- II. Provided information about a Business-to-Business event on apprenticeships that was hosted as a hybrid event. The department will continue to host hybrid apprenticeship Business-to-Business events in the future.
- III. National Apprenticeship Week will be held November 14-18. An Apprenticeship Summit and Job Fair will be on November 15 at the Weber State Davis Campus. The summit is from 8:00 AM to 2:00 PM and the [job fair from 3:00 PM – 7:00 PM.](#)
- IV. Comment from Board Chair Megen Ralphs to please share the information with employers in your area.

**b. Youth**

- i. Kim Bartel reported on behalf of David Gray (excused early) that the Youth Committee is primarily working on a process to include youth on the committee. The committee is working on creating short videos for Instagram and for the jobs.utah.gov website.

**c. Serving Individuals with Disabilities**

- i. Committee Chair Deanna Hopkins reported that October was National Disability Awareness Month and referenced information provided in the packet. Overview of the Golden Key Awards & as well as other key events, including the Workability Job Fair and Lunch and Learn Events.



- a) Board members who would like to participate in sponsoring an event were invited to please contact a member of this committee or Department of Workforce Services, Utah State Office of Rehabilitation Director, Sarah Brenna.
- ii. [Videos of the Golden Key Awards](#)
  - a) Board Chair Megen Ralphs provided a summary of the email she received from Board Member, Lisa Angotti recommending that other board members attend the Golden Keys Awards in the future.  
**SECOND:** Tannen Ellis Graham seconded the recommendation by Lisa Angotti and expressed gratitude for what she learned from Leah Lobato.
- d. Career Pathways
  - i. Committee Chair Jim Boyd provided an update regarding waiting for website approval for a soft skills resource list. This committee is currently working on an initiative for a Career Pathways Partnering project. Provided an update on Launch Pad initiative with Utah Tech University (formerly Dixie State University) which is currently on hold and also provided information regarding Code Camp scheduled in Southern Utah on November 11-12.
    - a) Request from Board Chair Megen Ralphs for Jim to send this information so that it can be included in the minutes
- e. Operations
  - i. Kim Bartel reported on behalf of Gary Harter. The committee is working on the Spanish Fork Employment Center recertification on October 26<sup>th</sup> and the Lehi Employment Center recertification on November 9<sup>th</sup>. Both dates have four board members scheduled to attend and evaluate the centers.
  - ii. The committee is reviewing the criteria for certification and will make recommendations to the full board at a later date.
    - 1. A question was asked by Tannen Ellis Graham about how many centers are scheduled to be renewed in 2023? Kim Bartel responded that two comprehensive and all affiliate centers will need to be recertified.
    - 2. Request from Tannen Ellis Graham to be put on the list to attend some of the recertifications during 2023.

#### **F. PUBLIC COMMENT**

Request for public comment by Board Chair Megen Ralphs at 2:16 PM.

**Public Comment:** No public comment.

#### **G. Adjournment**

Board Chair Megen Ralphs called for a motion to adjourn the State Workforce Development Board General Meeting at 2:16 p.m. on October 6, 2022.

**MOTION:** Michael Lanoue

#### **H. Service Project**

- a. Board members packaged donated items to create hygiene projects to be distributed throughout the state.

**UPCOMING SWDB MEETINGS:** January 12, 2023 1:00 P.M. – 3:00 P.M

[2023 General Meeting Schedule](#)

[jobs.utah.gov/edo/statecouncil/index.html](https://jobs.utah.gov/edo/statecouncil/index.html)

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