

**STATE WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** July 9, 2020  
**TIME:** 11:00 a.m. – 12:30 p.m.  
**LOCATION:** Google Meet [meet.google.com/wsi-orwu-qkk](https://meet.google.com/wsi-orwu-qkk)  
 (US) +1 415-787-7311 PIN: 500 773 581#

<b>MEMBERS PRESENT:</b>	Brian Olmstead Deanna Hopkins Gary Harter Jim Boyd Joey Gilbert Megen Ralphs Sarah Brenna	<b>EXCUSED:</b>	Tommy Montoya
		<b>STAFF PRESENT:</b>	Kim Bartel Liz Carver Mahal Roesser Nycole Tylka Sandy Terry

**QUORUM:** Yes

<b>ACTION ITEM(S):</b>	<b>ASSIGNED TO:</b>	<b>DUE BY:</b>
1. Kim Bartel to provide the updated Employer Survey data and analysis to the Executive and Operations Committees.	Kim Bartel	7/20/20
2. Director Sarah Brenna to provide a schedule of the ADA 38th Anniversary virtual events to Board Members.	Sarah Brenna/ Mahal Roesser	TBD

**1. WELCOME AND OPENING BUSINESS**

Committee Chair Megen Ralphs called to order the State Workforce Development Board (SWDB) Executive Committee virtual meeting on July 9, 2020 at 11:03 a.m.

- A. Committee Chair Megen Ralphs reported full occupancy of Business Representative roles on the SWDB.
- B. Committee Chair Megen Ralphs introduced Sarah Jones and James Jackson as new members of the SWDB.

**2. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) UPDATES**

Committee Chair Megen Ralphs shared updates about the One-Stop Operator Memorandum of Understanding (MOU), the Infrastructure Funding Agreement (IFA) component, and the proposed draft WIOA state plan.

- A. The Infrastructure Funding Agreement was reviewed and out for signature.
- B. The One Stop Operator MOU has been signed by all partners.
- C. The proposed draft of the new WIOA state plan was approved by Department of Labor.

### 3. COMMITTEE UPDATES

Committee Chairs and Designees provided subcommittee updates to the Executive Committee.

#### A. APPRENTICESHIPS COMMITTEE

- i. Committee Chair Joey Gilbert reported two virtual meetings held since January 2020 and a cancellation of the July committee meeting. The committee efforts have been focused on setting additional goals and opportunities to increase apprenticeship efforts throughout Utah, and plans to recruit additional representatives to the subcommittee.

#### B. OPERATIONS COMMITTEE

- i. Committee Chair Gary Harter reported a meeting held in June to discuss a procedure for virtual one-stop certifications and recertifications, beginning with the Price and Tooele offices.
- ii. Committee Chair Gary Harter discussed the impacts of COVID on the veteran population.
- iii. Committee Chair Gary Harter reported that the Advisory Committee on Veterans Employment, Training, and Employer Outreach (ACVETEO) will consider reviewing a study of service delivery methods used at the local level, how those methods are changing in response to changing business needs and social distancing, and changes in skills.
- iv. Co-Chair Deanna Hopkins updated the Executive Committee on the status of the Employer Survey delivery method and plans to continue using Survey Monkey.
  1. **Kim Bartel to provide the updated Employer Survey data and analysis to the Executive and Operations Committees by July 23, 2020.**

#### C. SERVING INDIVIDUALS WITH DISABILITIES COMMITTEE

- i. Director Sarah Brenna reported the cancellation of the DisabilityIN conference this year and discussed plans to host the Golden Key Awards virtually; Golden Key Award nominations and scholarship applications are under review.
- ii. Director Sarah Brenna announced the 38th anniversary of the Americans with Disabilities Act (ADA); teams are holding virtual celebration events.
  1. **Director Sarah Brenna to provide a schedule of virtual events to Board Members.**
- iii. Director Sarah Brenna announced the National Vocational Rehabilitation 100th year anniversary to take place this summer.

#### D. YOUTH COMMITTEE

- i. Senior Business Analyst Kim Bartel reported a new partnership with Launch High School in Iron County to develop training videos for workshops or as standalone videos that help prepare youth entering the workforce.

#### E. CAREER PATHWAYS COMMITTEE

- i. Committee Chair Jim Boyd reported a meeting held on June 25, 2020. The committee established two workgroups to create a centralized information path that addresses disjointed areas in employment pathways and a communication plan workgroup to improve the quality of warm hand-offs.



- ii. Committee Chair Jim Boyd discussed additional obstacles and concerns when transitioning into the workforce due to pandemic circumstances.

#### 4. NEW BUSINESS

Committee Chair Megen Ralphs called for any new business and provided final updates to the Executive Committee.

- i. Committee Chair Megen Ralphs updated the Executive Committee on the Department of Education's Reimagine Grant and DWS' suitability as a candidate and requested time to discuss upcoming term expiration dates with Committee Chairs Gary Harter and Joey Gilbert.

#### 5. ADJOURNMENT

Committee Chair Megen Ralphs called for a motion to adjourn the SWDB Executive Committee virtual meeting on July 9, 2020 at 11:33 a.m.

**MOTION:** Joey Gilbert