



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
Workforce Readiness and Employment and Placement Committee  
Thursday October 2, 2008 at 3:00 p.m.  
1016 W. 6<sup>th</sup> Ave. Suite 404  
Teleconference Number: 1-888-354-0094 Conference ID: 4461969  
Minutes (Final)**

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**Roll Call:**

Board Members:

Doug Ward, Chair;  Sharlene Berg;  Todd Bergman;  John Cannon;  
 Kathy Craft;  Tony Delia;  Betty Jo Dibble;  Mayfield Evens;  Jim Laiti;  
 John MacKinnon;  Dave Rees;  Paulette Schuerch;  Fred Villa;  Jim  
Lynch;

**Guests** – Robert Cress AGC Construction Academy, James Harvey DOLWD  
Employment Security Division, Barbara Duval AWIB Project Coordinator, Louise Dean  
AWIB Project Coordinator

**Approval of Agenda** MOTION to approve agenda by Sharlene Berg; Seconded by  
Mayfield Evans. MOTION carries.

**Approval of Minutes** MOTION to approve minutes by Dave Rees; Seconded by Tony  
Delia. MOTION carries.

4/10/08 (amended)

8/07/08

**Action Items**

1. Action Tracker assignment – Identify High Demand Jobs (Use info from RAC's, R&A, etc) AWIB Priority Industry – This was an informational discussion about identifying high demand jobs. Louise reported that currently the Policy Planning Assessment and Evaluation committee is working with Regional Advisory Councils to have them identify high demand occupations in their regions.

**Discussion Items**

1. From 5/21/08 minutes: (Devise questionnaire for One-Stops) hasn't been done yet.
2. WREP Ad Hoc update on AWIB Training Plan Template – Jim Lynch reported he would be meeting with Karen Purdue from the University of Alaska and the Alaska State Hospital and Nursing Home Association to see how to best use the tool. He thinks he should have information to share with the committee prior to the AWIB meeting.



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**Items held over from 8/7/08 meeting**

3. Priority Strategies – Assure alignment with Committee Mandates (Workforce Readiness & Employment and Placement) with priority strategies – Barb reported that she reviewed the strategies and they are in line with the by-laws.
4. Rights and responsibilities of ‘Guest’ Committee Members – There was discussion about the role of guests attending committee meetings. There is support for receiving input from guests, however only committee members can vote. To date only committee members working on the template, non committee members could help give input from their areas of expertise.
5. Employability Skills & Standards – Barb provided the resolution process flow chart. There was discussion about what needed to be done to advance standards. Barb is going to convert the process into a matrix. Dave Rees recommended the WREP committee put together the implementation steps.

MOTION that the WREP committee takes on the responsibility for the implementation of the resolution for employability skills by: Dave Rees seconded by Todd Bergman. MOTION carries.

6. Review full Strategic Plan – The committee wanted to review the full document to see what the other committees were doing. There was discussion about evaluation one stop centers to see how effective they are with business. Louise told the committee that the One Stop in Fairbanks will be evaluated for recertification on October 29.
7. AWIB Resolution Process – Barb will send out the resolution matrix to committee members and give to Greg for the October 14 Exco meeting.

**Other Items**

Next meeting: December 4, 2008

**Adjournment** – MOTION to adjourn by Dave Rees; seconded by Tony Delia



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**Agenda Attachments:**

Board Retreat Action Tracker  
WREP Committee Minutes 4/10/08 (amended)  
WREP Committee Minutes 8/7/08  
AWIB Working Committees Strategic Plan  
Youth Employability Skills Implementation  
AWIB Resolution Process (Written Instructions)  
AWIB Resolution Process (Flowchart)