

**Vermont State Workforce Development Board
Full Board Meeting Agenda
December 6, 2018, 12:30 pm – 3:30 pm
Capitol Plaza Hotel, Montpelier, VT**

12:30 pm – 1:00 pm Lunch

1:00 pm Call to Order
Frank Cioffi, Chair

1:05 pm H.919 (Act 189) Implementation Proposal
Commissioner Lindsay Kurrle, Department of Labor

- Motion to approve H.919 (Act 189) Implementation Proposal

1:30 pm Committee Updates
Eileen Illuzzi, Career Pathways Committee
Marilyn Cargill, Training and Credentialing Work Group
Comm. Lindsay Kurrle, Policy Committee

- Motion to approve and adopt Policy Committee recommendation re Policy 1
- Motion to approve and adopt Policy Committee recommendation re Policy 2

Rep. Tristan Toleno, Network Map

2:00 pm Presentation: ReSOURCE
Tom Longstreth, Executive Director
Andrew Jope, YouthBuild Program Director
Gordon Bell and Tayte Kuntz, YouthBuild students

2:15 pm Break

2:25 pm Presentation: Vermont Works for Women
Jen Oldham, Executive Director

2:40 pm Presentation: Advance Vermont (formerly 70x2025vt)
Tom Cheney, Director
Roxanne Vought, Manager

3:10 pm Adult Reentry and Employment Strategic Planning Grant
Kim Bushey, Programs Director, Department of Corrections

3:25 pm Board Business: Approve July 19, 2018 Meeting Minutes
Frank Cioffi

3:30 pm Adjournment

**Vermont State Workforce Development Board
Full Board Meeting Minutes
December 6, 2018
12:30 pm – 3:30 pm
Capitol Plaza Hotel, Montpelier, VT**

Board members in attendance: Paul Biebel, Frank Cioffi, Sen. Alison Clarkson, Diane Dalmasse (represented by Hugh Bradshaw), Pat Elmer, Sec. Daniel French (represented by Robin Castle), Gerry Ghazi (represented by Tom McHugh), Scott Giles (represented by Patrick Leduc), Comm. Joan Goldstein, Monica Green, Adam Grinold, Laurie Gunn (represented by Becky Kapsalis), Zach Hatch, Melissa Hersh, Eileen Illuzzi, Joyce Judy (represented by Tiffany Keune), Jen Kimmich, Comm. Lindsay Kurrle, Dennis LaBounty, Tom Longstreth, Greg Maguire, Comm. Lisa Menard, Dale Miller, John Russell, Sec. Michael Schirling, Richard Schneider, Jeb Spaulding (represented by Maureen Hebert), Rep. Tristan Toleno, Comm. Mike Touchette, Lynn Vera, and Jeff Wimette

Board members not in attendance: Mayor Dave Allaire, Janette Bombardier, Kiersten Bourgeois, Steve Bryant, Marguerite Dibble, Judy Geiger, Don George, Sec. Al Gobeille, Scott Johnstone, Ellen Kahler, Rep. Kathy Keenan, Brian Kerns, Chris Loso, Dick Marron, Mayor Paul Monette, Carol Paquette, Brenan Riehl, Sen. Dick Sears, Grant Spates, Tom Sullivan, and Dave Wheel

Governor's and State Agency & Department staff in attendance: Mat Barewicz, Cary Brown, Kim Bushey, Dustin Degree, Coleen Hale, Dep. Sec. Mike Harrington, Veronica Newton, Jessica Vintinner, and Sophia Yager

Governor's and State Agency & Department staff in attendance by phone: Sarah Buxton

Guests in attendance: Rob Bahny, Gwen Bailey- Rowe, Gordon Bell, Seth Bowden, Mary Branagan, Marilyn Cargill, Tom Cheney, Hal Cohen, Alicia Grangent, Bob Haynes, Andrew Jope, Tayte Kuntz, Missy Mackin, Mary Niebling, Jen Oldham, Chief Eugene Rich, Mary Anne Sheahan, Patty Shirk, Carol Shults-Perkins, Jamie Stewart, Rob Thayer, and Roxanne Vought

Guests in attendance by phone: Angel Garcia and Arlene Riendeau

Chair Frank Cioffi called the meeting to order at 1:13 pm.

Board Business

Chair asked for a motion to approve minutes from the July 19, 2019 full Board meeting. Motion moved by Jeff Wimette, seconded by Eileen Illuzzi, and approved unanimously by voice vote.

H.919 (Act 189) Implementation Plan

Commissioner Lindsay Kurrle (Department of Labor) gave an overview of a plan (see attachment 1) to implement duties charged to the Board in H.919 (Act 198) *An act relating to workforce development*. The plan (drafted by the WIOA core partners: Department of Labor, Agency of Education, and Division of Vocational Rehabilitation) was reviewed/approved for recommendation to the full Board by the Operating Committee. The plan consists of five main activities: regional workforce development summits (coordinated by a consultant); a (joint) statewide workforce development summit; a directory of relevant planning documents/requirements to identify areas of overlap, uniformity, efficiency, and alignment; establish a dashboard of system metrics and decide what program data is needed for an inventory; and appoint an ad hoc committee to oversee development of the 2020 WIOA State Plan.

Lynn Vera inquired as to how the state plans to address disaggregation of employment data by gender. Mat Barewicz (Department of Labor) explained that the Division of Labor Market Information is willing and able to align its current data collection by gender with the metrics chosen by the Board. Melissa Hersh inquired as to how the metrics for the dashboard will be chosen and who will lead that effort. Sophia Yager (SWDB) explained that the Policy Committee will undertake the work of defining the dashboard metrics (with input from the full Board), using the list of possible

metrics brainstormed at the Board training session in June 2018 as a starting point. Dale Miller asked who the stakeholders involved in the regional and statewide summits will be, and whether the coordination efforts will be solely tasked to state government. Comm. Kurrle explained that the Board's broad membership and the regional summits will ensure that all relevant stakeholders are involved in the alignment process.

Chair asked for a motion to approve and adopt the implementation plan. Motion moved by Sen. Alison Clarkson, seconded by Mr. Wimetete, and approved unanimously by voice vote.

Committee Updates

Chair invited chairs of each committee/work group to give an update on their work:

- Chair Eileen Illuzzi, Career Pathways Committee: The Committee has met twice since its appointment to discuss the definition of "Career Pathways" and the Agency of Education's work in developing Career Pathways thus far. Future meetings will serve to establish a procedure for review and approval of developed Career Pathways.
- Co-Chair Marilyn Cargill, Training & Credentialing Work Group: The Work Group has met once since its appointment to discuss its basic charge of recommending a charge and initial membership for a standing committee that will oversee the WIOA Eligible Training Provider List as well as the alignment of state-endorsed/industry-recognized credentials. The Work Group has relative flexibility in its timeline and whether it will develop a fully formed procedure for approving credentials or leave that task to the standing committee. The Work Group is working with a facilitator to identify deliverables and create a work plan.
- Vice Chair Lindsay Kurrle, Policy Committee: The Committee has met once since its appointment and voted to recommend two policy amendments (see attachment 2) to the full Board for approval:
 - Policy Amendment 1: Strikes Article § IV of the WIOA Governance Document and inserts a more detailed description of committee and work group composition and appointment, and a description of committee meeting procedures and committee authority. Chair asked for a motion to approve Policy Amendment 1. Motion moved by Mr. Wimetete, seconded by Ms. Illuzzi, and approved unanimously by voice vote.
 - Policy Amendment 2: Strikes Section 6 of the WIOA Eligible Training Provider Procedures and inserts a description of a procedure to notify registered apprenticeship program sponsors of their eligibility to be listed on the Eligible Training Provider List, including an option to decline listing, requirements for continued eligibility, and an exemption from performance reporting. Chair asked for a motion to approve Policy Amendment 2. Motion moved by Ms. Illuzzi, seconded by Sen. Clarkson, and approved unanimously by voice vote.
 - Visit vwdb.vermont.gov/committees/policy-committee to view the amended documents.

Network Mapping Project Update

Rep. Tristan Toleno gave an update/demonstration of the Board's network mapping project. He presented the network map with the individuals and organizations who have already participated in the survey and connections mapping. He explained the various filtering capabilities of the map and how participants may use the map to convene geographic-, population-, or service delivery-specific groups or partnerships. Ms. Hersh inquired as to next steps in the Board's use of the map and the future of the project. Rep. Toleno suggested that the consultant planning the regional summits as part of the H.919 Implementation Plan may use the map to identify stakeholders. He also explained that should the project move forward, a more advanced platform would be used to reduce errors, clarify instructions, and enhance filtering capabilities. Comm. Kurrle noted that future funding for the project falls under the discretion of the Commissioner of Labor, with input from the full Board, and will depend on the useful application of the project's outcomes.

Guest Presentations (visit vwdb.vermont.gov for guest presentation materials)

Mary Anne Sheahan gave an overview of the Vermont Talent Pipeline, an employer-led model to fill the skills gap developed by the U.S. Chamber of Commerce. Through employer outreach, critical skills for occupations in sectors

such as healthcare, construction, IT, etc. are identified so education and training providers can respond to those needs on the service delivery end.

Tom Longstreth gave an overview ReSOURCE and its various workforce development programs. Andrew Jope outlined the YouthBuild program, a 12-month program that provides job skills training, career and leadership development, and an AmeriCorps service experience, and YouthBuild students Gordon Bell and Tayte Kuntz shared their experience with the program.

Jen Oldham of Vermont Works for Women (VWW) gave an overview of the organization's services, which include career education/development, training/education, and job search/placement. Various programs that provide these supports include the Women in Non-Traditional Jobs Grant, Risk Reduction/Employment Readiness, Step in to Work, and Jumpstart Your Job Search Workshops.

Tom Cheney and Roxanne Vought of Advance Vermont (formerly 70x2025vt), an initiative that seeks to increase the number of Vermonters with degrees and credentials. Advance Vermont uses communications, data/research, policy, and convening to increase awareness, access, success, and partnerships in students'/workers' pursuit of post-secondary degrees and credentials.

Kim Bushey (Department of Corrections) introduced the Adult Reentry and Employment Strategic Planning Grant, recently awarded to the Department of Corrections by the U.S. Bureau of Justice Assistance. The grant provides funding, support, and guidelines for Vermont to create a strategic plan to improve new and existing job training/readiness programs, identify best evidence-based practices, support coordinated partnerships and data sharing, and support evaluation efforts.

Chair adjourned the meeting at 4:15 pm.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board

ATTACHMENT 1



To: Vermont State Workforce Development Board
From: Operating Committee
Re: Proposal for Implementing H.919 Requirements
Date: November 20, 2018

TASK: Conduct a stakeholder alignment, coordination, and engagement *process* to ensure better coordination and agreement around the state's workforce vision and goals.

Activity 1: Regional Workforce Summits. Building on activities already planned or anticipated, we propose that the SWDB hire consultant to assist with coordinating a standardized day-long summit in each region that would:

- Meet service-delivery providers need to conduct a regional cross-trainings in the state plan
- Provide employers with state and localized tools & information about how and where to access workforce resources
- Generate regional feedback on pre-determined questions that would be used to inform aspects of the Statewide Workforce Summit and/or the 2020 WIOA State Plan.
- Create, through planning process, a directory of local providers of workforce education and training providers, programs, and resources.

Activity 2: (Joint) State Workforce Summit (Spring 2019). The Vermont Chamber of Commerce has offered to work in partnership with VDOL/SWDB to plan, organize, promote, and host a State Workforce Summit in Burlington this April. Working together, the groups will use the event planning expertise and resources of the Vt. Chamber and the organizational outreach support of VDOL/SWDB to host **one event** that meets the needs of the SWDB, core WIOA partners, and interested stakeholder groups (e.g. 70 x 2025). The day will include key participants (employers and workforce partners) who will learn, engage, and inform one another through carefully structured activities throughout the day.

Activity 3: Create a directory of relevant state plans and planning requirements, understand where areas of overlap exist, and codify agreements among state agency leaders to ensure uniformity in commitment language, efficiency and inclusion in planning engagement processes, and alignment in implementation where possible.

Activity 4(a): Establish universal workforce *system* performance measures that public and private stakeholders can look to in evaluating how well Vermont is meeting its labor force education, training, and employment needs. This "dashboard" will assist the SWDB in carrying out its statutory oversight duties and support the legislative and executive branches efforts to standardize and operationalize the measurement of programs and systems. This activity should be informed by existing requirements to report workforce education, training, and employment service *program* performance.

Activity 4(b): Consensus is also needed around what *program* data must be collected regularly for the purposes of maintaining a workforce program inventory. Information about what is regularly reported, available, and the workload associated with collecting data from different sources and systems should be reviewed.

Activity 5: Appoint an ad-hoc committee tasked with leading SWDB related work on the 2020 WIOA State Plan.

ATTACHMENT 2



To: Vermont State Workforce Development Board

From: Policy Committee of the Vermont State Workforce Development Board (Dick Marron, Chair;
Commissioner Lindsay Kurrle, Vice Chair)

Re: Policy Committee Recommendations re Amendment to WIOA Governance Document; Committee
Authority and Amendment to Eligible Training Provider Procedures; Apprenticeships

Date: November 28, 2018

This memorandum is intended to inform members of the Vermont State Workforce Development Board (SWDB) about two amendments recommended by the Policy Committee for full Board approval at the full Board meeting scheduled for Thursday, December 6, 2018.

Background: On January 11, 2018, the SWDB voted to create a Policy Committee and charged it with reviewing and recommending policies related to WIOA program implementation, One-Stop operations, Board governance and operation, and other workforce system policies, as necessary.

On November 28, 2018, the Committee voted to recommend the following amendments to the full Board for approval at the full Board meeting on December 6, 2018.

Policy 1: Amendment to WIOA Governance Document; Committee Authority (Attachment A)

Strikes Article § IV of the WIOA Governance Document and inserts a more detailed description of committee and work group composition and appointment, and a description of committee meeting procedures and committee authority.

Policy 2: Amendment to Eligible Training Provider Procedures; Apprenticeships (Attachment B)

Strikes Section 6 of the WIOA Eligible Training Provider Procedures and inserts a description of a procedure to notify registered apprenticeship program sponsors of their eligibility to be listed on the Eligible Training Provider List, including an option to decline listing, requirements for continued eligibility, and an exemption from performance reporting.

Attachment A

Vermont State Workforce Development Board Policy (DRAFT)

Policy 1: Amendment to WIOA Governance Document; Committee Authority

Effective Date: December 6, 2018

Recommended by: State Workforce Development Board Policy Committee on November 28, 2018

Adopted by SWDB: December 6, 2018

Background: The Workforce Innovation and Opportunity Act of 2014 (WIOA) required states to create a State Workforce Development Board, setting out its membership, functions, and authority in 20 C.F.R. §679. In 2013, Vermont’s legislature adopted similar language, codified in 10 V.S.A. §541a. The Governor subsequently appointed members to the State Workforce Development Board, a modified version of the previous State Workforce Investment Board. The Board adopted a governing document titled “WIOA Governance Document,” that serves as the basis for conducting its business. In the fall of 2017, the federal Employment and Training Administration (ETA) conducted a comprehensive review of Vermont’s implementation of WIOA, including the State Workforce Development Board. The review revealed a need for the Board to become more active in the development and approval of WIOA Title I policies that are carried out by the Vermont Department of Labor.¹

In January 2018, the Board established several committees to support the Board in carrying out its statutory duties. The current governance document is vague about the authority of committees and the procedures they are to follow. This policy recommends an amendment to Article IV to clarify these concerns.

POLICY RECOMMENDATION

Strike the section titled “Authority” of Article IV of the WIOA Governance Document and replace it with the following:

Article IV – Committees

Appointment. The Chair, in consultation with the Commissioner of Labor, may assign one or more members to standing or ad hoc committee, subcommittees, or workgroups to carry out the work of the Board. At the recommendation of the Commissioner of Labor, and with the approval of the Operating Committee, the Chair may appoint non-members to standing or ad hoc committees, subcommittees, or workgroups, for the purpose of adding subject-matter expertise or another important attribute to the group.

Committee Composition and Term Limits. Standing or ad hoc committees shall have a named chair and vice-chair, appointed by the Board chair, in consultation with the Commissioner of Labor. Committee or workgroup size shall be set by the full board when the committee or workgroup is created and may be modified upon recommendation by the Policy Committee. Committee or workgroup members shall serve at the pleasure of the Board Chair.

Meeting Procedure. Standing and ad hoc committees shall conduct meetings in accordance with Robert’s Rules of Order and in compliance with Vermont’s Open Meeting Laws. A majority of members present, including virtual presence, shall constitute a quorum. Minutes of each meeting shall be recorded, publicly posted, and submitted to members of the full board before the next full board meeting. Workgroups are not required to adhere by these requirements.

Authority. Standing or ad hoc committees shall report to the full board and submit recommendations for approval during formal committee reports at full board meetings, except when the standing or ad hoc committee acts on behalf of the Board for a specific purpose.

Attachment B

Vermont State Workforce Development Board Policy (DRAFT)

Policy 2:	Amendment to Eligible Training Provider Procedures; Apprenticeships
Effective Date:	December 6, 2018
Recommended by:	State Workforce Development Board Policy Committee on November 28, 2018
Adopted by SWDB:	December 6, 2018

¹ While WIOA Title II and Title IV programs (administered by Agency of Education and Division of Vocational Rehabilitation, respectively) were not reviewed, they also include provisions that include Board involvement.

Background: Under WIOA Title I, participants in need of training services to enhance their job readiness or career pathway may access career training through a list of state-approved providers and their state-approved training programs. The eligible training provider list (ETPL) must be made publicly available with specific information related to credential, cost, and quality to underscore WIOA's emphasis on informed customer choice, job-driven training, provider performance, and continuous improvement. Registered apprenticeship programs that are registered with the Vermont Department of Labor are automatically eligible to be included in the ETPL. All programs must be informed of their eligibility and provided with an opportunity to consent to their inclusion, before being placed on the ETPL.

Governors and state boards were required to implement the eligible training provider (ETP) provisions of WIOA by July 22, 2015. Vermont appears to have made that deadline, including the adoption of ETPL procedures, and subsequently amended the procedures in December 2016.

In the fall of 2017, the federal Employment and Training Administration (ETA) conducted a comprehensive review of Vermont's implementation of WIOA, including the maintenance of the ETPL. They found that the WIOA Training Providers Eligibility Procedures did not include a description of how registered apprenticeship sponsors are notified of their eligibility and provided an opportunity to consent to being placed on the list.

In the spring of 2018, all registered apprenticeship sponsors were notified of their eligibility status and provided an opportunity to "opt-out" of being listed on the ETPL. No sponsor opted out of being listed and they have all been subsequently included on the list.

POLICY RECOMMENDATION

Strike Section 6: Registered Apprenticeship Programs of the WIOA Training Providers Eligibility Procedures and insert the following:

Section 6: Registered Apprenticeship Programs:

Pursuant to section 122(a)(3) of WIOA, apprenticeship programs registered with the Vermont Department of Labor, Apprenticeship Division are automatically eligible to be included on the ETPL. Sponsors will be notified of their eligibility when they become recognized and offered an opportunity to decline being listed. Absent an affirmative response indicating that they do not wish to be listed, the program will be added to the list within 30 days of recognition.

Registered apprenticeship programs are not required to submit initial or continued eligibility applications under these procedures. Once an apprenticeship program is registered on the ETPL, the program will remain on the ETPL until the program is no longer registered with the Vermont Department of Labor or until the provider notifies the Apprenticeship Division, in writing, of the intention to be removed from the list.

Pursuant to section 122(a)(3) of WIOA and 20 C.F.R. § 677.230(b), registered apprenticeship programs are not required to do either of the following: submit performance information in order to be included on the ETPL; or comply with the ETP performance report required by section 116(d)(4) of WIOA. However, a registered apprenticeship program may voluntarily submit performance information to the Vermont Department of Labor, in which case the Department must include this information on the ETPL.

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