

Vermont State Workforce Development Board

Full Board Meeting Agenda

January 11, 2018

12:00 pm – 4:00 pm

Capitol Plaza Hotel, Montpelier, VT

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| 12:00 pm | Call to Order
Frank Cioffi, Chair |
| 12:05pm | Welcoming Remarks
Lindsay Kurrle, Commissioner |
| 12:15pm | Introductions, Updates, & Staffing
Frank Cioffi, Chair |
| 12:45pm | Board Charge, Duties, and Function
Sarah Buxton, Director of Workforce Policy and Performance |
| 1:30pm | Break |
| 1:45pm | VT Workforce Expansion and Development Vision and Strategic Plan
Jason Gibbs, Governor Scott's Chief of Staff |
| 2:30pm | Board Action
Frank Cioffi and Sarah Buxton |
| 3:00pm | Governor Phil Scott
Remarks & Q/A from Board members |
| 3:20pm | S.135 Working Group Overview
Frank Cioffi |
| 3:50 pm | Final Announcements & Remaining Discussion Items
Frank Cioffi |

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Full Board Meeting Minutes
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Board members in attendance: Mayor David Allaire, Paul Biebel, Steve Bryant, Chair Frank Cioffi, Senator Alison Clarkson, Diane Dalmasse, Pat Elmer, Scott Giles (represented by Patrick Leduc), Geoff Glaspie (represented by Mark Benson), Commissioner Joan Goldstein, Adam Grinold, Zach Hatch, Melissa Hersh, Secretary Rebecca Holcombe (represented by Dep. Secretary Heather Bouchey), , Joyce Judy (represented by Tiffany Keune), Ellen Kahler, Representative Kathy Keenan, Commissioner Lindsay Kurrle, Dennis Labounty, Cathleen Lamberton, Tom Longstreth, Chris Loso, Greg Maguire, Dick Marron, Mayor Paul Monette, Secretary Michael Schirling, Governor Phil Scott, Grant Spates, Jeb Spaulding, Representative Tristan Toleno, Lynn Vera, Dave Wheel, and Jeff Wimette

Board members in attendance by phone: Technical difficulties prevented an open line. Record reflects that board member Gerry Ghazi attempted to call-in and participate but was unable to do so because of the difficulties at meeting location site.

Board members not in attendance: Nate Beach, Amanda Beraldi, Janette Bombardier, Kiersten Bourgeois, Margueritte Dibble, Kent Eldridge, Judy Geiger, Don George, Secretary Al Gobeille, Liz Gregorek, Laurie Gunn, Eileen Illuzzi, Scott Johnstone, Brian Kerns, Vice Chair Jen Kimmich, Commissioner Lisa Menard, Carol Paquette, Brenan Riehl, John Russell, Senator Dick Sears, Jostein Solheim, Tom Sullivan, and Sean Woodroffe

Governor's and State Agency & Department staff in attendance: Mat Barewicz, Judy Bourbeau, Hugh Bradshaw, Sarah Buxton, Dustin Degree, Jason Gibbs, Jess Gingras, Dep. Commissioner Michael Harrington, Dave Lahr, Stephen Monahan, and Sophia Yager

Guests in attendance: Mary Branagan, Kathy Lavoie, and Thomas Saylor

Chair Frank Cioffi called the meeting to order at 12:09 pm and invited attendees to enjoy buffet lunch. Chair asked attendees around the room to stand and introduce themselves.

Chair updated board on activities and changes since last meeting in April 2017. The departure of longtime board liaison Michele Kupersmith in September was announced. Her work and contributions were praised and best wishes extended for future endeavors. Chair described other activities with which board members have been recently engaged, including certification of the Burlington One-Stop this summer, federal grant review and recommendation committees, and participation in the S.135 study committee. The S.135 report is forthcoming and board members will receive copies of the final report.

Chair introduced new staff: Sarah Buxton hired as Director of Policy and Performance. Sarah is a lawyer and a former legislator, who was brought on to help the Department of Labor implement WIOA and help lead the Governor's interagency efforts to expand and strengthen the workforce. Jessica Gingras is a familiar face to a number of board members. Previously the director of Boards and Commissions for the state, Jess now serves as the Commissioner's principal assistant, the department's legislative liaison, and most recently, she staffed the S.135 committee. Sophia Yager joined the team recently as Executive Assistant to the Board. Dustin Degree resigned his senate seat in November when the Governor asked him to join his staff as Executive Director of the State Workforce Development Board and Director of

Workforce Expansion. In deciding to staff the Board out of the Governor's office, the Governor has signaled his commitment to revitalizing the Board and bolstering its role in the state's workforce delivery system.

Commissioner Lindsay Kurrle was introduced and made welcoming remarks. She emphasized the Administration's intent to force on the workforce needs of the state and help lead the Board into a more active role, utilizing the many strengths, knowledge, and experience of its members. She invited members to be in contact with concerns, ideas, and contributions that might help expand and strengthen the workforce.

Chair Cioffi thanked the Commissioner for her leadership and introduced the new Executive Director of the State Workforce Development Board, Dustin Degree.

Mr. Degree described the Governor's commitment to revitalizing the Board and supporting its oversight and policy role. He described challenges and opportunities ahead and offered himself as point of contact and support for board members.

Chair introduced attorney Sarah Buxton from the Vermont Department of Labor who provided members with a comprehensive overview of its federal and state regulatory role. Points of interest include: membership requirements, monitoring duties, and alignment of the Administration's activity with a Board-approved, federally required, strategic plan.

Break 1:20 – 1:35pm

Chair introduced Jason Gibbs, Chief of Staff to Governor Scott. Mr. Gibbs presented the Administration's approach to governance and priority-setting. He outlined the economic concerns of the state, including the decrease in population and available workforce. After demonstrating the impact of increasing the available workforce on the economy, he asked for response, ideas, and discussion. Members responded and extended a dialogue about aligning the work of the state with the interests of employers and potential initiatives to support expanding the workforce.

Old Business: Chair asked for a motion to approve minutes from the last board meeting, April 10, 2017. Members noted a blank in minutes. Motion to allow Operating Committee to approve amended minutes. Moved by Cathleen Lamberton, seconded by Representative Kathy Keenan. Approved unanimously by voice vote.

New Business: Chair asked Sarah Buxton to explain a motion to create Youth Council and rationale. Sarah explained that the Board never reconstituted the former Youth Council under WIA as a Youth Committee under WIOA. Though the Committee continued to exist and act, this motion creates a standing committee. Motion to establish a standing Youth Committee of the State Workforce Development Board. Moved by Diane Dalmasse, Seconded by Mayor David Allaire. Approved unanimously by voice vote.

Chair asked Sarah Buxton to explain the creation of a Policy Committee. Sarah described Committee role and function. Motion to create a Policy Committee of the State Workforce Development Board and direct the Chair of the Board to appoint a minimum of 5 members in consultation with the Operating Committee. Moved by Jeff Wimette, Seconded by Lynn Vera. Approved unanimously by voice vote.

Chair asked Sarah Buxton to explain the creation of a State Plan Modification Committee. Sarah described Committee role and function. Motion to create an ad hoc State Plan Modification Committee and direct the Chair of the Board to appoint a minimum of 5 members in consultation with the Operating Committee. Moved by Tom Longstreth, Seconded by Mayor Paul Monette. Approved unanimously by voice vote.

Chair asked Sarah Buxton to explain the creation of a Career Pathways Committee. Sarah described Committee role and function. Motion to create a Career Pathways Committee and direct the Chair of the Board to appoint a minimum of 7 members in consultation with Commissioner of Labor, the Secretary of Education, and the Operating Committee. Moved by Jeff Wimette. Seconded by Chris Loso. Approved unanimously by voice vote.

Chair asked Sarah Buxton to explain the creation of a Training and Credential Committee. Sarah described Committee role and function. Motion to create a Training and Credential Committee and direct the Chair to create a panel of not more than 10 individuals to convene to draft a committee charge and recommend at least 7 names for initial committee membership and report back at the next full board meeting. Moved by Dennis Labounty, Seconded by Jeff Wimette. Approved unanimously by voice vote.

Chair introduced Governor Phil Scott, who made remarks, thanked the Board for its service, outlined workforce priorities, and took questions.

Chair described S.135 committee work, initial findings, and possible future work.

Announcements from Chair:

- All members are required to sign an acknowledgement of Executive Order 19-17, the Executive Code of Ethics. Copies of the questionnaire and acknowledgement are available today and by connecting with Sophia. Please fill out both items and email copies to Sophia. Text of Executive Order 19-17 is available here: <http://governor.vermont.gov/sites/scott/files/documents/EO%2019-17%20-%20Executive%20Code%20of%20Ethics.pdf>
- Board meetings throughout 2018 will be held on the third Thursday of every third month. The next three meetings will be held on Thursday, April 19, Thursday, July 19, and Thursday October 18. Each meeting will be held in Montpelier and will run from approximately 12 pm to 4 pm. Further details will be communicated closer to the meeting dates.
- If you have not already provided Sophia with your biography and headshot please do so as soon as possible so everyone can become familiar with names and faces.

Motion to adjourn moved by Adam Grinold. Seconded by Representative Kathy Keenan. Approved unanimously by voice vote.

Meeting adjourned at 3:41pm.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board