

DRAFT MINUTES

Steering Committee Meeting for Indiana's State Energy Sector Partnership (SESP) Grant

One of the United States Department of Labor Employment and Training's

ARRA High Growth Emerging Industries (HGEI) Grants

May 19, 2010 Minutes

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana 46204

Present: David Blumenthal (designee for Linda Woloshansky), Bart Brown, John Corcoran, Kris Deckard, Gary Gatman, Nate Klinck (designee for Teresa Voors), Ron McKulick, Mike Smith (designee for Lisa Lee), Barbara Street, Cathy Tripodi (designee for Mitch Roob), and Jim Wheeler (designee for Jim Heck)

Absent: Ronald Keeping, Gerald Rea, John Schneider (designee for Vic Lechtenberg), Michael Sheek, Brandon Seitz, Dennis Southerland and Deborah Waymire

Also in attendance: Alison Cole, Teresa Hess (sitting in for Sherm Johnson), Mike Patrick, Richard Rampley, and from the Department of Workforce Development, Fannie Cox, Betty Culley, Patricia Vann and Diana White

Call to Order and Roll

Nate Klinck called the meeting to order at 10:08 at the Indiana Government Conference Center, Room A. Mr. Klinck called the roll and a quorum was present. Mr. Klinck announced that Kris Deckard had been named Chair of the Steering Committee by Paul Perkins, Chairperson of the State Workforce Innovation Council.

Ms. Deckard asked if members had any comments or corrections to the February 24, 2010 meeting minutes. Mr. Blumenthal asked if future meetings would be facilitated by teleconference. Mr. Klinck that there would be the opportunity to do that. There was a motion and second to approve the minutes. The minutes were unanimously approved.

Ms. Deckard asked members if they had any comments or corrections in approving the Committee's Bylaws. Bart Brown asked whether a decision had been made about the shared representation for Regions 5, 9, 2 and 3 which was discussed at the last meeting. Mr. Klinck responded that each region would have representation and that the Committee's Charter would need to be modified and the members sign that document. Mr. Klinck also recognized one of the Committee's labor partners who was attending today's meeting, Mike Patrick. There will be three labor representative partners. A motion was made and seconded to approve the Bylaws and they were unanimously approved.

Mr. Klinck explained the importance of transparency in the grant's reporting requirements and in operating the grant. The grant's strategic focus is to provide career paths for workers to prepare them for green sector positions and to provide oversight to this process. Mr. Klinck asked Ms. Cox to elaborate on the required quarterly report form, ETA-9153. Ms. Cox said that the three page form had been sent to all members as well as a twenty-one page glossary of terms in reference to the ETA-9153. She was happy to answer any questions regarding the documents. Mr. Klinck stated that USDOL is putting together a new reporting system so that quarterly reports will be done electronically. However, that system will not be in place for several months. The tracking of participants will be done a little differently than Workforce Investment Act participants and Mr. Klinck said that he and his staff are working with DWD's TrackOne staff on collecting information.

Gary Gatman questioned the definition of an exiter for this grant in relation to a WIA participant's exit. For the grant, exit occurs when a participant has not received any services funded by the program for ninety consecutive days. Many WorkOne participants are dual enrolled so how will the process work in the future. Ms. Vann concurred that the exit definition was different than others. Mr. Klinck said that he would get specifics on this interpretation from USDOL. Barbara Street asked what regions would do in the interim. Ms. Vann said that a note should be made in the TrackOne reporting system for the SESP participant. Eighty-five percent of system tracking is in place now. Mr. Klinck said the rest of the data could be matched up, person by person, if needed, and they were committed to making this reporting as simple as possible. A narrative report will also be submitted quarterly, and the regions will be required to send in their reports well in advance of the USDOL deadlines. Ms. Cox said that she would provide a calendar with those required dates through 2013.

David Blumenthal asked what would be the performance metrics for incumbent workers in this grant, possibly retention and increase in wages? Jim Wheeler said six months retention after completion of training. Mr. Klinck said that primarily it would be retention, but he was open to discussion if committee members felt other metrics were appropriate. Ms. Vann said that in another DWD grant program, an increase in a person's wages is being collected so a system is in place. Ron McKulick stated that the upgrading of incumbent workers' skills and retaining their jobs so workers could be more competitive in their region was the bottom line. Bart Brown said his experience was that gathering retention information was easier than getting cooperation to report wage gains. More discussion ensued and Mr. Klinck concluded that increases in wages would not be required in regional reporting. However, the state could look at this reporting from its perspective and collection at the state level might be relevant for the future.

Mr. Klinck reported on the project plans which he said must be tied to what the initial grant proposal said and that is prescriptive. If necessary in the future, it would be possible to ask for a grant modification. Ms. Cox said that the initial deadline for the six to eight page narratives from each region was May 11. To date, five regions have submitted narratives. If there are questions during the review process, they'll ask for clarifications. They hope to complete reviews by the end of this week and move out funding for those next week.

Alison Cole reported that she had submitted a request, but the company had not met the "green" requirements. A discussion ensued on how an OJT for "green manufacturing" is defined. Mr. Klinck said that green manufacturing produces an energy efficient product or component, i.e. physical objects such as wind turbine parts or solar panels. Mr. Wheeler said that the Department of Energy considers making ethanol or biodiesel is producing a green product. Mr. Klinck said that for this grant that process would not be considered green manufacturing. Ms. Cole asked if for an OJT, general training could count. Mr. Klinck responded that learning skills to perform a job was required and that his team was available for additional discussions.

The Committee discussed construction training after an additional question was raised. Mr. Klinck said that training should be occupational in nature and that a worker should end with an industry recognized credential. The Committee's labor partners already have some training in place and eligible workers who could become more marketable in these new emerging markets with that training. Mr. Wheeler asked how we get eligible people involved. Mr. Patrick explained he was labor coordinator for his union throughout the state and said that they were already in contact with several boards. Mr. Klinck said that communication was different in each region and perhaps conference calls with regional staff

needed to be set up with Mr. Patrick and some of his colleagues on how to connect adults and dislocated workers with these apprenticeship programs. Mr. Patrick said that they have an 80 hour energy auditing program and 48 workers have just completed 40 hours of that training. Several members reported on their experiences regarding the number of Indiana grants for energy auditing. Mr. Klinck said that they will try to make sure that coordination occurs.

Mr. Gatman asked an administrative question regarding DWD policies which govern on the job training. Is the TABE the relevant assessment or an employer's assessment? Mr. Klinck said for an OJT, the employer can define what skills are needed for the job. He said he would have to consider the assessment question regarding how WorkOne staff verifies what skills a person has. Mr. Rampley said that if the participant was dual enrolled, the DWD policies would be followed. Mr. Klinck asked Mr. Gatman to let him know which DWD policies he was referring to and Mr. Klinck would look into the matter. Mr. Klinck said that he has received several questions regarding whether a company qualifies when they may have had layoffs within the last six months. OJTs are not to be done for positions where people are currently on layoff. In this economy, it is difficult to find these companies. The issue is currently being researched. If there were to be any changes in the OJT policy, it would be published to replace the current policy.

A discussion began on whether training was admissible for these emerging sector green positions when they were not in demand occupations currently in regions. How would a region justify putting individuals in green training? Labor market information may not be available to say that a position is a demand occupation which is a good career path for skilled employment. Mr. McKulick gave an example of the TDL sector which is significant in his region now, but five or six years ago it was not. Mr. Klinck said he would look at that issue.

Mr. Gatman asked if green training companies needed to be on the Eligible Training Provider list. Mr. Klinck said they did not, but perhaps this committee could create a new list for use of general WIA funds.

Regarding assignments, Mr. Klinck said that each region should do an environmental scan in their area to see what green companies were there. He asked that regions submit their project plans. He said in the next few weeks, Rapid Response OJTs will begin. He wondered what training was needed for WorkOne staff and what role the state should take regarding this. Mr. Brown said that the data base training would be the number one priority. Mr. Blumenthal reported that getting training regarding one grant program might not be as meaningful as an overall awareness of all. Mr. Klinck wondered if a policy regarding the SESP grant might be important to staff where the definition of green was made. Mr. McKulick suggested a DWD component could be a green website. Further discussion ensued regarding providing relevant information to staff.

Ms. Vann and the committee considered the committee's next meeting date and decided upon August 5 at 10 a.m. either at the Department of Workforce Development or at the Government Center with a call-in line.

The meeting was adjourned at 11:58.