



**Wyoming Workforce Development Council Meeting Summary**

**Zoom & In-Person Meeting  
Cheyenne, Wyoming  
May 10-11, 2023**

**Day 1: May 10, 2023**

**Foundation Meeting – Foundation Members**

**Council Members Present**

Fabian Lobera, Chairman	Tamsin Johnson *	Brenda Morgan
Katy Hogarty	Ron Wild	Larry Fodor
Robin Sessions Cooley	Matt Hall	Jim Engel *
Travis Lawrence *	Phillip Cornella	Stacy Strasser *
Representative Ryan Berger *	Tina Conley *	Tony Cross
Charles Wilson	Mark Madsen	Eric Trowbridge
Nate Williams *	Nicky Harper	Daniel Burau
Sandy Caldwell*	Michael Kercher *	Korin Schmidt *
Robert Short		

**Council Members Absent**

Fred Baldwin	Dick Smith	Katie Legerski
Michelle Butler		

**Designees Present**

Ron Gullberg for Josh Dorrell *	Michelle Aldrich for Superintendent Degenfelder
	Ivy Castleberry for Governor Gordon *

**Designees Absent**

Ben Moritz for Dr. Caldwell	Kristie Gordy for Korin Schmidt
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**DWS Employees Present**

Jennifer Wilch	Kari Eakins	Nancy Whiting *
Trevor Mansfield	Nikki Baures *	Holly McKamey Simoni
Jennifer Cassidy*	Jeff Schultz *	Ty Stockton
Kelsey Keegan *	Elizabeth Gagen *	Shannon Gage *
Daniel Anderson *	Christina West *	Michael Moore *
Denise Rodriguez *	Christina Eaton *	Shaye Moon *
Gilbert Servantez *	Ivie Moore*	Tom Saprorny
Mary Orr *	Deanna Crofts *	Amy Sousa
Greg Maddock	Katie Stinchcomb	Jason Wolfe *
Sharon Geissler *	Kelsee Ficker	Dave Welling

**Others Present**

Terry Jepson	Stanley Chittister	Lauren Schoenfeld
Laurie Walters		

\*Denotes Zoom Attendance

**Call to Order – Chairman Lobera**

Chairman Fabian Lobera called the Meeting for the Workforce Development Council to order at 1:00 p.m.

**WWDC Roll Call – Jennifer Wilch**

Jennifer Wilch took roll and called quorum.

**Approval of Agenda – Chairman Lobera**

[https://drive.google.com/file/d/1\\_uJlvfjPZF0nRGdeDjiA3jIMNK0c0AfS/view?usp=share\\_link](https://drive.google.com/file/d/1_uJlvfjPZF0nRGdeDjiA3jIMNK0c0AfS/view?usp=share_link)

Daniel Burau moved to accept the agenda as written; Ron Wild seconded. The motion carried.

**Approval of February 2023 Minutes – Chairman Lobera**

[https://drive.google.com/file/d/19VXQFxDgFiyMWSCLFqawtwLi1eYRNPrU/view?usp=share\\_link](https://drive.google.com/file/d/19VXQFxDgFiyMWSCLFqawtwLi1eYRNPrU/view?usp=share_link)

Dr. Sandra Caldwell moved to approve the minutes from the February 2023 Quarterly Meeting. Daniel Burau seconded and the motion carried.

**Message from the Chairman – Chairman Lobera**

After addressing housekeeping issues and directing the Council to document links, Chairman Lobera expressed thanks for the conference room space to Ron Wild, who provided a brief history of the building.

Chairman Lobera then mentioned the benefits of having Council meetings in various places around the state, and thanked the DWS team. He then introduced new Council member Representative Ryan Bergen from Evanston.

**Department of Workforce Services Update – Robin Sessions Cooley, Director**

Director Cooley discussed the budgeting needs covered in Trevor Mansfield's Annual Funding Model memo for PY23. She provided Department of Labor information on WIOA for workforce development funding. She also gave a brief history of the funding, and stated that changes have meant that DWS needed to take a hard look at how the funding is being allocated.

**Proposed Funding Model Discussion – Chairman Lobera**

Chairman Lobera led discussion on the proposed funding model. Because this is a significant decision, discussion is slated for this session, with voting for tomorrow, so that Council members have ample time to study the issue. While the Council has some loss of institutional knowledge with changes in membership, the Council still has members with institutional knowledge. The Council bylaws state that the Council is to assist the Governor's office in these decisions and provide support and guidance, but the Governor's office holds authority.

**BREAK**

**Workforce Programs Update – Holly McKamey Simoni**

Holly McKamey Simoni addressed questions from Council members and noted that \$13,000 is the maximum an individual can receive for services through the life of their case. She will provide Council members with information on how many clients DWS is serving and the average cost per participant. Salaries for workforce center staff begin at the minimum level at hire, and until this legislative increase, DWS staff were on 2017 pay tables, leading to poor staff retention. Ms. Simoni then provided

information on the status of the Workforce Development Training Fund, including changes to the WDTF Rules, which were updated in 2022.

**Title I Program Team and One-Stop Operations Update – Holly McKamey Simoni**

Holly McKamey Simoni, standing in for Christina West, updated the Council on the Title 1 Program and One-Stop Operation participant numbers. For PY22 (7/1/22 – 6/30/23), we are 40 participants over in WIOA Adult Education, 15 participants over in WIOA Youth education, and are slightly down in Dislocated Workers. We’ve received a Quest Reentry Grant from the DOL for Dislocated Workers, and must serve 25 clients with those funds.

**Southwest Regional Team Workforce Center Update – Tom Saprony, Amy Souza**

Tom Saprony and Amy Souza provided the Council with information on the Southwest Regional Workforce Center, including the increased levels of program participants. The high-level of growth in the area is reflected in the needs of and services provided to clients. They also introduced several staff members and shared three client success stories.

**WIP Update – Lauren Schoenfeld**

Lauren Schoenfeld provided the Council with updated information on the Wyoming Innovation Partnership, established in 2021. Updated information included 20 short term metrics, 19 long term metrics, and timeframes and phasing. WIP is planned in three phases. Phase 1 is in play, and ends in June 2023. Phase 2 will cover July 2023 through June of 2024. Phase 3 begins in July of 2024.

[https://drive.google.com/file/d/1CsWTkOUJbfKjijhy4-aG3pwZlRTGsq/\\_/view?usp=share\\_link](https://drive.google.com/file/d/1CsWTkOUJbfKjijhy4-aG3pwZlRTGsq/_/view?usp=share_link)

**Recess**

**Chairman Lobera released the Council for the tour of KalTech. The Council Meeting recessed at 3:36 p.m., to resume at 8:30 a.m., May 11, 2023.**

**DAY 2: May 11, 2023**

**Council Members Present**

Fabian Lobera, Chairman	Tamsin Johnson *	Brenda Morgan
Katy Hogarty	Ron Wild	Larry Fodor
Travis Lawrence *	Matt Hall	Jim Engel *
Representative Ryan Berger *	Phillip Cornella	Stacy Strasser *
Nate Williams *	Tina Conley *	Tony Cross
Robin Sessions Cooley	Robert Short	Eric Trowbridge
Sandy Caldwell	Mark Madsen	Daniel Burau
Charles Wilson	Nicky Harper *	Michael Kercher *

**Council Members Absent**

Fred Baldwin	Dick Smith	Katie Legerski
Michelle Butler		

**Designees Present**

Ron Gullberg for Josh Dorrell *	Ivy Castleberry for Governor Gordon *	Michelle Aldrich* for Superintendent Degenfelder
Kristie Gordy * for Korin Schmidt		

**DWS Employees Present**

Jennifer Wilch	Kari Eakins	Nancy Whiting *
Trevor Mansfield	Diane McQueen *	David Welling *
Jennifer Cassidy	Christina West *	Mary Orr *
Tony Glover *	Jeff Schultz *	Mikaela Bolt *
Shaye Moon*	Denise Rodriguez *	Michael Moore *
Daniel Anderson *	Joan Franklin *	Sharon Geissler *
Christina Eaton *	Ty Stockton	Elizabeth Gagen *
Ivie Moore*	Brittany Reddenbaugh	

**Others Present**

Dr Jean Anne Garrison	Laurie Walters *
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\*Denotes Zoom Attendance

**Call to Order – Chairman Lobera**

Chairman Fabian Lobera called the Meeting for the Workforce Development Council to order at 8:30 a.m.

**WWDC Roll Call – Jennifer Wilch**

Jennifer Wilch took roll and called quorum.

**Wyoming Resilience Project – Jean Anne Garrison**

Dr. Jean Anne Garrison from the School of Politics, Public Affairs & International Studies, presented information on the Profiles in Wyoming Resilience Research Project. Key program areas include a statewide K-12 Partnership that provides multimedia social studies and civics education materials to Wyoming teachers, summer teacher workshops, as well as an Outreach Project on Community Resilience.

[https://drive.google.com/file/d/1H693iMRDkDLiXwLSc0sqJQ1bD1\\_zLxu/view?usp=share\\_link](https://drive.google.com/file/d/1H693iMRDkDLiXwLSc0sqJQ1bD1_zLxu/view?usp=share_link)

**Wyoming’s Tomorrow Scholarship – Dr. Sandra Caldwell**

Dr. Caldwell address the Council on two related Wyoming scholarship programs: the Kickstart Wyoming’s Tomorrow Scholarship, which is supportive of the Wyoming’s Tomorrow Scholarship. The need for an Adult Learners in Wyoming Postsecondary Credential was identified as a 2018-2020 Critical Workforce Need. The scholarship is for Wyoming residents, with a target population of 24+ years old, and is designed to provide non-credit industry-recognized credentials with a minimum threshold of certificates, associate degrees, and baccalaureate degrees.

[https://drive.google.com/file/d/1L0MIpMcnO3EVIMrsIwpumm4d2sbk1LeE/view?usp=share\\_link](https://drive.google.com/file/d/1L0MIpMcnO3EVIMrsIwpumm4d2sbk1LeE/view?usp=share_link)

**Strategic Plan Finalization – Chairman Lobera**

Chairman Lobera presented one final item on the 2023-2026 Strategic Plan Draft related to community outreach related to some inconsistencies in language. The item in question is: “Engage in Community Outreach” needs additional discussion with the communications subcommittee. What 1-year, 2-year, 3-year, 4-year goals capture those ideas? Do we need to create new goals to capture the essence of "community outreach"?

[https://docs.google.com/document/d/1hVa6NiWX7hkHIF3iwlCYL1cVsUTf2Rja/edit?usp=share\\_link&ouid=107406158049036424144&rtopf=true&sd=true](https://docs.google.com/document/d/1hVa6NiWX7hkHIF3iwlCYL1cVsUTf2Rja/edit?usp=share_link&ouid=107406158049036424144&rtopf=true&sd=true)

**BREAK**

**After the break, Vice Chairman Eric Trowbridge took over the meeting from Chairman Lobera.**

***Spending Plan/Expenditures – Jennifer Cassidy***

DWS Finance Team Jennifer Cassidy, accompanied by Brittany Reddenbaugh, presented the Spending Plan and Expenditures for January, February, and March of Fiscal Year 2023. Total spending was \$2,460,867, with \$1,804,194 remaining. Projects with outstanding allocations include WFC Staff Training, Microcredentialing, Strategic Planning, Board Software, and the FBLA Sponsorship.

[https://docs.google.com/spreadsheets/d/1JJmXlrounRI6kDGoRPVWYpFLpL\\_KBpWr/edit?usp=share\\_link&ouid=107406158049036424144&rtopf=true&sd=true](https://docs.google.com/spreadsheets/d/1JJmXlrounRI6kDGoRPVWYpFLpL_KBpWr/edit?usp=share_link&ouid=107406158049036424144&rtopf=true&sd=true)

**Tony Cross moved to approve the Spending Plan and Expenditures Report, and Mayor Matt Hall seconded. The motion carried.**

***Funding Model – Trevor Mansfield, Jennifer Cassidy***

Trevor Mansfield provided information on the WIOA funding model and requested an increase in funding from the Council that would affect two areas—operational costs and participant costs. This funding model recommendation ensures that funding would be allocated for participants and other costs when it is needed. The Council currently has around \$1.8 million in funds. This proposal would leave the Council with about \$1.4 million after PY23 funds are received. The Council can always adjust the funding model at any point, so future adjustments can be made as needed.

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**Jim Engel moved that the Council postpone the decision on the funding model, that it be tabled pending gathering further information, and that a third-party audit be arranged to determine the effectiveness of the One-Stop Centers in terms of spending. Tammy Johnson seconded.**

After discussion, the motion was amended to omit the third-party audit.

**Jim Engel changed the motion to move that this funding model request be tabled pending collection of further information. Tammy Johnson seconded. The motion failed on a rollcall vote, 17 to 7.**

After discussion, a new motion to approve the funding model was brought before the Council.

**Dr Caldwell then moved to approve the request for approval of the funding model as presented. Representative Ryan Berger seconded. The motion carried on a rollcall vote, 16 to 5.**

***Next Generation Sector Partnerships Grant Request – Jennifer Wilch***

Jennifer Wilch introduced the grant request, and stated that the request comes to the Council through the Strategic Performance motion that passed, 4 to 1, to bring this to the full Council for consideration.

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**Danny Bureau moved to approve the SWMP Grant Request of \$15,000 to fund multiple events that will introduce HS students to CTE Pathways. Tony Cross seconded. The motion carried.**

**Funding Requests: W@W– Trevor Mansfield, Jennifer Cassidy**

Trevor Mansfield presented information on the Wyoming at Work funding request for the new Management Information System (MIS). DWS is currently transitioning from the current vendor of the wyomingatwork.com site to a new vendor that was selected through the RFP process. The funding request is for \$500,000 towards implementation costs of 1.7 million. The remaining balance is covered by \$650,000 in ARPA funds.

[https://drive.google.com/file/d/1W-Nn3JNQHJDKgiWJmsLP2s7BFuAMQ2YG/view?usp=share\\_link](https://drive.google.com/file/d/1W-Nn3JNQHJDKgiWJmsLP2s7BFuAMQ2YG/view?usp=share_link)

**Director Cooley moved to approve the Wyoming@Work MIS implementation funding request of \$500,000. Dr. Caldwell seconded. The motion carried.**

**Funding Requests: Workforce Center Chairs – Holly McKamey Simoni Christina West**

Holly McKamey Simoni, presenting for Christina West, brought forward the chair replacement funding request. Currently, not all workforce centers have non-cloth chairs in the waiting areas, resource rooms, or in staff offices. Because the workforce centers serve the public, using non-cloth chairs is more practical and more sanitary, because they are easier to clean. The One-Stop asks the Wyoming Workforce Development Council for financial support for replacement chairs in the amount of \$14,035.00.

[https://drive.google.com/file/d/1L1Li00A7PkQ0Emv4xc4uEjkF9ulDQ5a/view?usp=share\\_link](https://drive.google.com/file/d/1L1Li00A7PkQ0Emv4xc4uEjkF9ulDQ5a/view?usp=share_link)

**Ron Wild moved to approve the funding request of \$14,035 to purchase non-cloth chairs for Workforce Centers. Tony Cross seconded. The motion carried.**

**Sector Partnership RFP – Tony Cross**

Tony Cross requested that the Council place the Sector Partnership (NextGen model) out for an RFP, with a timeline that would put that RFP before the Council in September, allowing time to consider it before the NextGen contract is up for renewal in January. As five years have passed since the model was out for an RFP, looking at what is not available would be advantageous.

**Robert Short moved that the Sector Partnership program be sent out for a Request for Proposal. Mayor Matt Hall seconded. The motion carried.**

**Committee Updates**

**Communications & Community Relations**

Daniel Burau spoke on the elevator pitches on what the Council. The Comms team provided solid pitches for WIOA, the Council, succinct “Elevator Pitches” (useful, clear, short statements that help to explain what these entities do) for WIOA, WWDC, and the One-Stop Centers.

**Next Generation Sector Partnerships & Career Pathways**

Tony Cross reported that the NextGen Academy was successful, with 60 people in attendance, and four new or relaunched partnerships there. He also noted the success of the NextGen 101 sessions.

Ron Wild asked that all the documentations from the Academy be distributed to the other Council members.

### **Strategic Performance & Finance**

Robert Short brought forward the work the Committee has been doing on the in-demand industries list and the several funding requests that came before the Council at this meeting.

### **Public Comment**

Mayor Matt Hall spoke about “Brain Drain,” and how with K-12, he doesn’t think that we really have that here. Those kids work to get back to Wyoming if they leave.

Vice-Chair Eric Trowbridge updated the Council on the Board Software project. This summer, we’ll be rolling it out to the different subcommittees. At the September meeting, we’ll use the current procedure, but will have the OnBoard software available for use.

### **Adjourn**

**Robert Short moved to adjourn the meeting. Mayor Matt Hall seconded. Vice-Chairman Eric Trowbridge adjourned the meeting at 12:34**