

SPECIAL OVERSIGHT COMMITTEE ON WORKFORCE DEVELOPMENT AND EXPANSION MINUTES

Meeting Date/Location: Tuesday, August 30, 2022, 8:30 – 10:30 am, virtually via Microsoft Teams

Members Present: Adam Grinold, Kendal Smith, Rep. Michael Marcotte, Sarah Buxton, Sen. Alison Clarkson

Guests in attendance: Ellen Kahler, Deputy Commissioner Dustin Degree, David Hall, Abby Rhim, Tom Cheney, Cameron Wood, Commissioner Michael Harrington

Minutes By: Abby Rhim

Link to Video Recording of Meeting: <https://www.youtube.com/watch?v=eU-YI5hON9o>

- 8:35 am meeting called to order.
- Introductions.
- Review and approval of [August 11, 2022 meeting minutes](#).
- Review and approval of agenda.
 - Change in agenda, Sarah Buxton would go into further detail regarding Workforce Innovation and Opportunities Act (WIOA) at a follow up meeting.
- David Hall, Legislative Council
 - Reviewed WIOA at a broad level, including Titles I – Title V, highlighting the six core programs (Adult, Dislocated Worker, Youth, Adult Education & Literacy, Employment Service and Vocational Rehabilitation). He also stressed that a major WIOA element is the creation and execution of the One-Stop Delivery System.
 - Sarah Buxton highlighted that Title I (Adult, Dislocated Workers, Youth) focuses on a select group that qualifies with specifications whereas Title III (Employment Services/Wagner-Peyser) is much more general and provides career services for all.
 - Reviewed the role of the Commissioner of Labor, established as the leader of the workforce education and training defined in 10 V.S.A. 540, performing duties in consultation with the State Workforce Development Board. He stressed that there are differences in our state statute.
 - Reviewed the State Workforce Development Board, including the requirement of a minimum of 33 members, majority business representation.
 - It was noted that Vermont does *not* have a local board, and only a state workforce development board that operates as a local board with the single region system.
 - He stressed that the purpose of the Board, under Vermont law, is to assist the Governor in his or her execution of duties under WIOA and assist the Commissioner of Labor, as specified in 10 V.S.A. 540. In contrast, while under federal law, it is stated that the Governor and the Board serve as the leads of the workforce system.
 - Rep. Michael Marcotte stressed that in a future meeting, it will need to be established how the system truly operates, with this conflicting guidance, in order to identify best approaches moving forward.

- Sarah Buxton, State Workforce Development Director
 - The reviewal of the requirements of the Workforce Innovation and Opportunities Act and Wagner-Peyser Act will be moved to the group's next meeting.
- Kendal Smith, Director of Policy and Legislative Affairs
 - Broadly, the RFP was reviewed calling for hiring a consultant to review the current system in order to understand what is or isn't working, and to compare Vermont to other states with similar demographics. This will result in three recommendations for ways to improve the system moving forward. With those three recommendations, the task force would discuss those options and make a final recommendation to the Governor.
 - Sarah Buxton highlighted the importance of developing a rubric (narrowing scope), one that the task force can use to assess the consultant's three suggestions, in order to clearly identify the best option.
 - The timeline for the RFP submission and process for this work was discussed. It was noted that the submission of the RFP would likely be mid-September and will need to be a simplified bid. The deadline for the consultant to finalize their work, may need to be extended due to the current status of the RFP and the task force's capacity. It was noted that 3-4 months would likely be the shortest amount of time that the task force could allow for quality work to be produced by the consultant.
- Review workplan outline/Task Force Discussion
 - Sarah Buxton walked through the task force's draft workplan, including understanding the current workforce landscape, identifying an optimal organizational structure and a work plan to execute a new and recommended structure within Vermont.
 - Adam Grinold noted that it would be important to identify what the Board is currently doing or not doing, in order to best establish its' functions. He added that this group can empower and set the Board up for success, as a guiding body for resources.
 - Commissioner Harrington noted the importance of identifying an actual problem statement. He shared that the group needs to understand what they currently don't like.
 - Kendal Smith advised the group to identify guardrails for the consultant, including who this person will speak to, in order to meet the group's definition of who is involved in the workforce system.
 - Sarah Buxton noted that the task force needs to identify *who* gets to make decisions and will be held accountable within the workforce system, not *how* the workforce system is going to be changed.
- Discuss next steps and set next meeting date.
 - It was decided that at the next meeting, there will be a deeper dive into WIOA, led by Sarah Buxton. Additionally, the group will start to identify the gaps in the system.
 - It was suggested that the group's next meeting would be a half-day retreat for the group to meet in person.
- 10:31 am meeting adjourned.

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