



**Wyoming Workforce Development Council**  
**Quarterly Meeting - On-Site and Zoom**  
**Buffalo, Wyoming**  
**September 13-14, 2023**

**September 13, 2023**

**Council Members Present**

Travis Lawrence	Representative Ryan Berger	Jim Engel
Ron Wild	Tony Cross	Eric Trowbridge-Acting Chair
Larry Fodor	Bria Hammock	Nathan Williams
Phillip Cornella	Brenda Morgan	Tiffany Marshall
Danny Burau	Director Robin Cooley	Nicky Harper
Mayor Matt Hall	Dr. Sandy Caldwell	Katie Hogarty

**Council Members Absent**

Dick Smith	Michael Kercher	Fabian Lobera-Chair
Tina Conley	Mark Madsen	Charles Wilson
Tamsin Johnson	Commissioner Robert Short	

**Designees Present**

Dr. Michelle Aldrich for Superintendent Degenfelder	Ron Gullberg for Josh Dorell
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**DWS Staff Present**

Jennifer Wilch	Tyler Stockton	Erin Turbitt
Jennifer Cassidy	Christina Arizona	Robin Martin
Brittany Redenbaugh	Jeanette Pickenpaugh	Amanda Bialas
Jason Wolfe	Michael Moore	Tony Glover
Kristy Tyrney	Mary Orr	Jeff Schulz
Mary Orr	Deanna Crofts	Gilbert Servantez
Lacey Lavake	Nikki Baures	Jamie Spiker
Amy Souza	David Welling	Christina Eaton
Pam Riendeau	Maggie Randall	Annie Molder
Shelby Cunningham	Chris Widerspahn	

**Others Present**

Jerri Prejean

**Day 1: September 13, 2023**

**I. Call to Order & Welcome** Presenter: Chair Eric Trowbridge

Acting Chairman Eric Trowbridge called the meeting to order at 1:01 pm.

**A. WWDC Roll Call** Presenter: Jennifer Wilch

Jennifer Wilch took roll call and noted we have a quorum.

**B. Approval of Agenda** Presenter: Chair Eric Trowbridge

Ron Wild moved to approve the agenda as written; Danny Burau seconded. The motion carried.

**C. Approval of May Minutes** Presenter: Chair Eric Trowbridge

Dr. Sandy Caldwell presented an amendment to correct attendance and location on May Minutes. Jim Engel moved to approve May Minutes with the proposed amendments; Brenda Morgan seconded. The motion carried.

**II. Message from the Chairman** Presenter: Chair Eric Trowbridge

Eric Trowbridge welcomed the two new council members Bria Hammock and Tiffany Marshall. Bria Hammock provided a brief introduction of herself, she brings experience in fine art and marketing. Tiffany Marshall also provided a brief introduction of herself, she brings experience in the healthcare sector as an Executive Director of a local hospital.

Eric requested feedback from council members on making the February quarterly meeting remote. Upgrades utilizing OnBoard was presented, OnBoard has helped organize meetings and provide information to the public.

Eric further discussed AI Technology including recent CHATGPT, a natural language processing tool driven by AI technology. He continued the conversation with the council on AI technology while posing the question “what does this mean to our workforce?” An ethics group in Wyoming has been developed to discuss the benefits and dangers of AI technology. Currently jobs in the United States do not have enough individuals to fill all required jobs and AI has the potential to fill in that gap. Additional efforts are also being made on how to better engage different sectors of the workforce such as tribal nations, youth, incarcerated, and retired populations. Further communication and strategic planning will help to successfully reach these populations.

**III. Department of Workforce Services Update** Presenter: Director Robin Sessions Cooley

Director Robin Cooley provided budget updates in addition to highlighting an upcoming meeting with the Governor. Department of Workforce services has adjusted funding sources to a better alignment of funding streams that individuals work under. Ongoing strategic planning, funding sources and grants were presented that help support continued efforts and improvements.

Director Cooley presented the details about an apprenticeship grant for \$631,000 from the Department of Labor with additional grant funds being applied for. Vocational Rehabilitation applied for a competitive grant for youth on IEP plans. Approval was granted for 10 million dollars from the Disability Innovation Pathways to Partnership grant fund.

**BREAK: Resume at 1:50 PM**

**IV. WIOA Performance Report for PY22** Presenter: Jeanette Pickinpaugh

Jeanette provided a performance report for July 2022 through June 2023 and shared that Wyoming WIOA is in a really good place with performance. Six primary indicators of performance were evaluated to measure performance that included: employment rate in the 2<sup>nd</sup> quarter after exit (education or employment for youth); employment rate in the 4<sup>th</sup> quarter after exit (education or employment for youth); median earnings in the 2<sup>nd</sup> quarter after exit; credential attainment rate; measurable skill gains; and effectiveness in serving employers. The performance measures are negotiated between the Department of Labor and Wyoming with a statistical model that utilizes previous years data to generate achievement indicators. Exit is defined as 90 days has elapsed since an individual has received WIOA service and the goal is for individuals to have achieved employment at that time.

**V. Title I Program Team and One-Stop Operations Update** Presenter: Christina Arizona

Christina provided updates on efforts made to support staff and community members served by One-Stop Operations. Efforts were made to recognize staff monthly as well as investment in additional technologies and onboarding for the past year. Workforce centers have been equipped with tablets to help track trends, better serve customers, and protect privacy. Additional updates on youth were provided in addition to individuals that benefited from Wagner Peyser. Wagner Peyser provides resume assistance and other employment supports. Updates on TANF/POWER were provided in addition to a new program recently introduced called RESEA. RESEA is for individuals on unemployment who are most likely to exhaust their benefits. Funds are provided to help individuals return back to work or obtain referrals to WIOA. Individuals not eligible for WIOA can be provided training and support at a 300% poverty level through an additional program. Continued efforts are being made to look at the current system and how improvements can be made.

**VI. Regional Team Workforce Center Update** Presenters: Sheridan and Gillette Workforce Centers

Christina Eaton provided an update on success in Sheridan in addition to outreach provided in Buffalo and Ranchester where there is currently not a workforce center.



Pam Riendeau provided an update about the Sheridan Annual Job Fair that has had continued positive growth. 2023 was Sheridan's biggest year in attendance with over 60 employers and over 300 attendees.

### **VII. Regional VR Update**

Amanda Bialas from Gillette's Workforce Center provided updates for the Department of Vocational Rehabilitation. The 15% allocation of funds from WIOA has been really helpful in creating positive growth in services. Pre-employment services such as: trade schools, further education, paid and unpaid work exposure, vocational counseling, and self-advocacy support have also seen continued growth.

**BREAK: Resume at 3:05 PM**

### **VIII. 2023 Wyoming Workforce annual Report Presenters: Michael Moore, Tony Glover**

Michael Moore presented the 2023 Wyoming Workforce annual Report to council members. Between 2021 and 2022 Wyoming had a 2.4% increase in average monthly employment adding 6,402 jobs to the workforce and a total wage increase of 8.8% adding \$1.2 Billion dollars in increased wages. The average weekly wage increased by 6.2% adding an additional \$64 to the average.

### **VIII. Adjourn**

The meeting adjourned for recess at 3:56 pm and will resume September 14, 8:30am.



**September 14, 2023**

**Council Members Present**

Travis Lawrence  
Ron Wild  
Larry Fodor  
Phillip Cornella  
Danny Burau-Comm Chair  
Mayor Matt Hall

Representative Ryan Berger  
Tony Cross  
Bria Hammock  
Brenda Morgan  
Dr. Sandy Caldwell

Nicky Harper  
Eric Trowbridge-Acting Chair  
Nathan Williams  
Tiffany Marshall  
Katie Hogarty

**Council Members Absent**

Director Robin Cooley  
Dick Smith  
Tina Conley  
Tamsin Johnson

Jim Engel  
Michael Kercher  
Mark Madsen  
Commissioner Robert Short

Senator Fred Baldwin  
Fabian Lobera-Chair  
Charles Wilson

**Designees Present**

Dr. Michelle Aldrich for  
Superintendent Degenfelder  
Kristie Arneson for Korin  
Schmidt

Ivy Castleberry for Governor  
Gordon

Ron Gullberg for Josh Dorell

**DWS Staff Present**

Jennifer Wilch  
Jennifer Cassidy  
Brittany Redenbaugh  
Tony Glover  
Mary Orr  
Nikki Baures  
Joe Underwood

Tyler Stockton  
Christina West  
Jason Wolfe  
Kristy Tyrney  
Deanna Crofts  
Shannon Gage

Erin Turbitt  
Robin Martin  
Michael Moore  
Jeff Schulz  
Gilbert Servantez  
David Welling

**Others Present**

Jason Anderson

Aaron Ingram

Jerri Prejean

**Day 2: September 14, 2023**

**I. Call to Order & Welcome** Presenter: Chair Eric Trowbridge

Acting Chairman Eric Trowbridge called the meeting to order at 8:30 am.

**A. WWDC Roll Call** Presenter: Jennifer Wilch

Jennifer Wilch took roll call and noted we have a quorum.

**II. PreVeteran Presentation** Presenter: Jason Anderson

Jason Anderson presented information to the council on how his organization is working to help assist veterans transitioning back into the Workforce. This corporate training aims to help the bottom line of businesses while supporting veterans to be happy, healthy and successful as they transition.

**III. In-Demand Occupations List** Presenter: Jennifer Wilch

Jennifer Wilch presented the details about the In-Demand Occupations List on behalf of Trevor Mansfield. The recommendation is to begin utilizing this list in Workforce Centers starting October 1, 2023 with a plan to update this list annually.

**Approval of In-Demand Occupations List**

Dr. Sandy Caldwell moved to approve the In-Demand Occupations List with the top 82 industries as written; Travis Lawrence seconded. The motion carried.

**IV. Strategic Plan Finalization** Presenter: Chair Eric Trowbridge

Eric Trowbridge presented the vision and mission statements of the Wyoming Workforce Development Council. According to the National Governors Association, Wyoming stands out for their efficiency in developing their strategic plan. Eric shared the details on how the council is working to invent an image, drive collaboration and partnerships, enhance access to services and engage in community outreach in order to further support sustainable career opportunities.

**BREAK: Resume at 10:05 AM**

**V. Perkins 5.1** Presenter: Dr. Michelle Alidrich

Dr. Michelle Aldrich presented the Wyoming State Perkins Plan V details. The Wyoming Department of Education Perkins Plan works closely with the Workforce Innovation Opportunity Act (WIOA) program and Individuals with Disabilities Act (IDEA). Additional measurables and data were presented alongside next steps that include listening sessions, agency reviews, public comment, final review by the governor and approval from federal partners.

**VI. Spending Plan and Expenditures** Presenter: Jennifer Cassidy

Jennifer Cassidy presented the July 2023 expenditures. All funds from the 2020 grant year have been spent. At the end of the month of July, 2023 there was a total of \$1,033,832 in remaining funds

available to the Workforce Development Council. The amount remaining for the 2021 grant year was \$82,115, the amount remaining for the 2022 grant year was \$475,304, and the amount remaining for the 2023 grant year was \$476,413. Jennifer presented the budgeting suggestions provided by the Strategic Performance & Finance Committee.

### **Approval of Spending Plan and Expenditures**

Representative Ryan Berger moved to approve the Spending Plan and Expenditures as written, seconded by Mayor Matt Hall. The motion carried.

### **VII. Lift Wyoming Grant Funding Request Presenter: Jennifer Wilch**

Lift Wyoming conducts an annual Conference that is held in Casper, Wy and has grown into surrounding areas of the state. Lift Wyoming aims to reach youth in hopes of supporting our academically and skilled young individuals to seek out employment opportunities in Wyoming by expanding workforce opportunities available to them. Lift Wyoming has approached the council with a funding request of \$21,450 in order to support further expansion of the program such as having a social media manager, supplies, equipment, as well as recruiting and outreach efforts. Casper College has said they would provide a facility and council member Eric Trowbridge has been supportive of the program. It is a great opportunity for collaboration between employers and Wyoming's young population. Speakers at the conference range from a diverse part of the workforce such as health, oil & gas, marketing, business, and the nonprofit sector.

### **Approval of Lift Wyoming Grant Funding Request**

Ron Wild moved to approve the Lift Wyoming grant funding request, seconded by Tony Cross. The motion carried.

### **VIII. Committee Breakouts**

**Resume at 11:30 AM**

#### **VIII. Committee Updates**

##### **A. Communications & Community Relations**

Committee Chairman Danny Burau provided an update on goals in the Strategic Plan such as researching best methods of outreach and how outreach impacts the council. Danny Burau highlighted Bria Hammock's suggestion for a survey providing feedback. Danny also spoke of additional engagement from the council with workforce managers and developing regional updates. The committee is working to invent an image and more directly engage the public as well as promote the new website replacing the Wyoming At Work website.

##### **B. Next Generation Sector Partnerships & Career Pathways**

Committee Chairman Tony Cross provided an update about the request for proposal currently in progress that will provide measurable data on how well the Next Generation partnerships and model are doing. The committee is currently working to recommend

which provider will be awarded the contract. The projected completion is by the end of the year along with an update at the November quarterly meeting. Mayor Hall provided updates about the Bighorn Basin tourism partnership currently being developed in Park County. Larry Fodor provided an update about the development of the Young Contractors Coalition in Laramie which will potentially become a new partnership. Casper also has a Young Contractors Coalition being developed and Laramie County has some momentum with their Young Contractors Coalition. Outreach to employers in Laramie County alongside support from the school district in collaboration between youth and employers. A focus group of students from Cheyenne high schools will provide listening sessions for employers on what motivates youth in the community.

### **C. Strategic Performance & Finance**

Travis Lawrence provided an update about the ongoing functions of the committee in reviewing action items that come through the committee for a vote which includes a monthly expenditure report. Currently the committee is looking through the eligible provider training list.

### **IX. Public Comment**

No comments were brought forward for public comment.

Ron Gullberg provided additional comments about the opportunity to continue networking with Lift Wyoming and other employers. Brenda Morgan provided information about National Apprenticeship week that is sponsored by the Department of Labor and will take place on November 13 to November 19. Brenda also shared her goal to support more women entering apprenticeships in addition to the equal pay for women initiative. Ron Wild provided an update that Western Wyoming College is going to be hosting a Manufacturing Day on October 6 in Rock Springs with students attending from all over Southwest Wyoming. Rocky Mountain Power will also be in attendance. Ron Wild also noted that a Substation Program is also currently being developed. Jennifer Wilch provided an update on behalf of the Workforce Services Communications Department of a request for council members involved in community events in relation to the Workforce Development Council to share any captured footage or photography that can be provided on social media to further highlight the council and all of the great work taking place with council members. Jennifer also asked for feedback on the new OnBoard software to help ensure everyone is comfortable with the new board software or offer assistance should that be needed. Eric Trowbridge provided a thank you to Dr. Sandy Caldwell for the work she has contributed to during her time on the council, she will be retiring in December. Dr. Sandy Caldwell was provided a final opportunity to address the council with wisdom, well wishes and advice for the future. Acting Chairman Eric Trowbridge provided closing comments.





**X. Adjourn**

Ron Wild moved to adjourn, seconded by Tony Cross. Acting Chairman Eric Trowbridge adjourned the meeting at 12:00 pm.