

Workforce Information Advisory Council

Summary of Meeting
Virtual Meeting and Conference Call
2:00 P.M. to 5:00 P.M. EST
February 8, 2017

The Workforce Information Advisory Council (WIAC) convened for a virtual meeting and conference call at 2:00 P.M. on February 8, 2017. The Council was convened pursuant to Section 308 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) (Pub. L. 113-128), which amends section 15 of the Wagner-Peyser Act of 1933 (29 U.S.C. § 491-2) and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. App.) and its implementing regulation at 41 CFR 102-3.

Mr. Steven Rietzke, Chief, Division of National Programs, Tools, and Technical Assistance (DNPTTA), Employment and Training Administration (ETA), and Designated Federal Officer (DFO) for the Council, convened the meeting, which was open to the public in its entirety. The position of Council Chair being vacant, the DFO also facilitated the meeting.

In Attendance

Members of the Workforce Information Advisory Council

Aaron Fichtner, New Jersey Department of Labor and Workforce Development

Bruce Madson, Ohio Department of Job and Family Services

Ellen Golombek, Colorado Department of Labor and Employment

Cynthia Forland, Washington State Employment Security Department

Brenda Lisbon, South Carolina Department of Employment and Workforce

Mathew Barewicz, Vermont Department of Labor

Angela Pate, University of Florida Startup Quest, OwnForce, Inc.

Jennifer Zeller, Georgia Power

Mark McKeen, General Motors

Chelsea Orvella, Society of Prof. Engineering Employees in Aerospace, IFPTE Local 2001

Bruce Ferguson, CareerSource of Northeast Florida

Andrew Reamer, George Washington Institute of Public Policy

Members Not in Attendance

Pamela Bucy, Montana Department of Labor and Industry

Graham Slater, Oregon Employment Department (former Chair, resigned prior to meeting)

Staff

Steve Rietzke, Chief, DNPTTA, ETA (DFO)

Don Houghton, ETA

Lauren Fairley, ETA

Pam Frugoli, ETA

Robert Viegas, ETA

Rebecca Rust, Bureau of Labor Statistics (BLS)

Lester Coffey, Coffey Consulting, LLC

Roger Therrien, Coffey Consulting, LLC

Dani Abdullah, Coffey Consulting, LLC

JJ Ketchum, Coffey Consulting, LLC

Mason Erwin, Coffey Consulting, LLC

Others Attending All or a Portion of the Meeting

Carla Bowlan, Chickasaw Nation Project Development and Review

Tom Crowley, ADP

Martha Davis, U.S. House of Representatives, Committee on Education and the Workforce

Alexandra Hall, Colorado Department of Labor and Employment

Ryan Hess, Employment and Training Reporter

Douglas J. Holmes, UWC – Strategic Services on Unemployment & Workers' Compensation

Josie Link, National Association of State Workforce Agencies (NASWA)

David Lipnicky, ETA Dallas Regional Office

Christina Pena, Workforce Data Quality Campaign (WDQC)/National Skills Coalition

Dennis Reid, BLS San Francisco Regional Office

Michelle Rodriguez, SRI International

Teresa Theis, ETA Dallas Regional Office

(Members of the public in attendance were asked to identify themselves and their respective organizational affiliations. Where affiliations are not noted, it is because they were not provided by the attendee.)

Members of Groups Referenced in the Minutes

Second Review Group

Cynthia Forland (Council member)

Andrew Reamer (Council member)

Jennifer Zeller (Council member)

Aaron Fichtner (Council member)

Rebecca Rust (BLS staff)

(This small group was established during the Council's meeting January 11, 2017 to incorporate the Council's feedback on the revised draft informational report and to develop subcommittee proposals for the Council to review during the current meeting.)

Proceedings

MR. RIETZKE convened the meeting and offered introductory remarks, noting that the agenda called for the Council to: review and approve the minutes from the prior two meetings, review the revised drafts of the informational report prepared by the Second Review Group, discuss the path forward to the development of recommendations for the Secretary and the establishment of subcommittees, discuss the timing for the Council's next full, in-person meeting, hear comments from the public, discuss the plans to fill the open seat on the Council and the Chair position, and hear any new business from the members. He then requested that members of public dialed into the call indicate their names and organizational affiliations.

MR. RIETZKE began the business of the meeting by requesting final comments and approval of the minutes from the Council's meetings in November 2016 and January 2017. The Council approved them, contingent upon the correction of a typographical error in the November minutes noted by **MS. FORLAND**.

MR. RIETZKE expressed the Council's gratitude to **MS. ZELLER** for preparing drafts of the informational report in graphical layouts [three documents—informational report, informational handout, and a one-page infographic]. Based on the draft versions accepted by the Council on January 11, **MS. ZELLER** prepared graphical layouts for the short [handout] and long [report] versions, as well as an infographic for various outreach uses, all of which were provided to the members by email for review prior to the meeting. **MS. ZELLER** noted a few minor changes she had made to the documents in the process of developing layouts and explained her rationale for the design of the infographic, which was a new item not previously reviewed by the full Council. **MR. RIETZKE** and the members of the Second Review Group noted that they had considered a variety of approaches to combining the documents but had determined to stay with the previously discussed approach consisting of a short and long version, with the addition of the infographic. They also summarized the minor content changes made by the Second Review Group since the last full Council review at the January 11 meeting: references to students and workers in both versions were changed to add the term "jobseekers;" the National Science Foundation (NSF) was added to the collaboration examples cited in the opening paragraph to the "Opportunities for Improvement" segment; the Occupational Outlook Handbook (OOH) was added to the text box of existing resources; the long and short versions were given different titles; and a list of Council members was added on the last pages of both the long and short versions.

The Council then discussed several aspects of the infographic, including whether the second subtitle of "Opportunities for Improvement" was appropriate for the infographic and the graphical design elements. **MS. PATE** noted that the infographic only listed the category headings for the opportunities, rather than the opportunities themselves as suggested by the second subtitle. Other suggestions included: "Call to Action," "Roadmap

for Improvement,” “Benefit Roadmap,” and omitting the subtitle. **MR. RIETZKE** observed that, as previously discussed by the Council, he preferred framing these documents in terms of challenges and opportunities because the purpose of the report is to inform the new Administration about the work and overall direction of the Council, whereas “Call to Action” would be more appropriate for the recommendations to be developed by the Council later.

MS. ZELLER then explained her rationale for the design of the graphical elements used to depict each of the six opportunities. **MS. ORVELLA** suggested that the graphical element for Opportunity #2 concerning students and workers seemed to reflect an employer’s point of view and that removing numbers for the opportunities might emphasize that they were not meant to convey an order of priority. Various Council members also provided feedback on the graphical element for Opportunity #6 concerning collaboration, which called out five examples within the picture—DOL, BLS, ETA, BEA, and IRS. Suggestions for inclusion and/or replacement of the agencies referenced included “States,” “NSF,” “ACS” for American Community Survey, “Census” for the Census Bureau, and “FRB” for “Federal Reserve Board or Bank” to represent the Federal Reserve System. It was also suggested that use of “DOL” was redundant given the inclusion of BLS and ETA. **MS. FORLAND** advocated for keeping “IRS,” for the Internal Revenue Service, given its relevance to the Council’s previous discussions.

The Council agreed to keep the second subtitle, “Opportunities for Improvement,” and the numbers for the graphical elements presented in the draft and to adjust the items in the graphical element for Opportunity #6 by removing “DOL,” adding “States,” and replacing BEA with Census. **MS. ZELLER** also offered to work with **MS. ORVELLA** to redesign the graphical element for Opportunity #2 to reflect a worker perspective. The Council agreed to provisionally adopt the infographic, contingent upon the incorporation of those changes. **MS. ZELLER** agreed to revise the infographic accordingly and noted that she would correct a typographical omission in the first subtitle.

The Council then discussed the graphical layouts of the long and short versions of the informational report. The Council discussed whether **MR. SLATER** should be included in the membership list on both versions and agreed that his name should be included, given his instrumental role in their development, with a note indicating that he had since resigned from the Council. It was agreed to add footers to both documents reading “Prepared by WIAC,” with the publication date and page numbers. It was suggested that an effort be made to find a photo that reflects greater diversity for the top banner. **MS. ZELLER** agreed to try to search for alternatives and noted that she had attempted to find an image that reflected both the business and student/jobseeker customers of workforce and labor market information (WLMI). She also noted that she had made some minor changes to the organization of the documents to better suit the graphical layouts and requested that the members provide her with any feedback on that aspect. Members also noted a few minor typographical issues.

The Council agreed to provisionally adopt drafts of the long and short versions of the informational report, contingent upon the incorporation of the changes discussed. **Ms. ZELLER** agreed to revise the documents accordingly. The Council expressed its appreciation to **Ms. ZELLER** for her graphical layout work on the documents. **MR. RIETZKE** also expressed his appreciation to **Ms. ZELLER**, the members of the two small review groups, and the DOL and Coffey Consulting support staff for their work in the development of the informational report and handout.

MR. RIETZKE then briefed the members on his expectations for the process of delivering the informational report to the Secretary's office. He reported that the process would follow established clearance procedures within DOL/ETA and that the report would be transmitted with a cover memo written by his office with input from others in ETA and BLS. The informational report would then be passed up to the acting Assistant Secretary for ETA who would take it from there. **MR. RIETZKE** further noted that there are new Administration transition staff working out of the Secretary's office who might benefit from seeing the informational report; however, he did not have any specific information regarding nominations for the various political appointments or what the landscape will be at ETA. He also confirmed that, having been adopted by the Council, all three documents could be posted to the WIAC website immediately upon completion of the discussed changes and advised members that they could use the documents once they have been posted.

The Council then discussed its plan for developing formal recommendations to the Secretary of Labor. **MR. RIETZKE** reviewed what had previously been discussed by the Council: establishment of subcommittees to develop draft recommendations for review by the full Council at its next in-person meeting, tentatively planned for late May or early June. The subcommittees would delve more deeply into each of the six opportunity areas and their associated issues and draft specific recommendations for Council consideration.

MR. RIETZKE also reported on the proposal from the Second Review Group regarding the subcommittee structure which consists of four subcommittees, each charged with developing draft recommendations associated with one or two of the categories of opportunities outlined in the informational report:

1. Opportunity #1, "Aligning Education and Workforce Training with Industry Needs," and Opportunity #4, "Understanding the Characteristics of the Workforce"
2. Opportunity #2, "Informing Career Decisions of Students and Workers," and Opportunity #5, "Making Workforce and Labor Market Information More Accessible and Relevant to End Users"
3. Opportunity # 3, "Determining the Effectiveness of Workforce Training and Education Programs"
4. Opportunity #6, "Enhancing Government Data Sharing, Collaboration, and Funding Among Statistical Agencies"

It was reported that the Second Review Group had decided that four subcommittees was an appropriate number and that the proposed allocation of the six categories to the subcommittees reflected some of their related natures. Additionally, the proposed subcommittee structure called for:

- Council members to self-select onto the subcommittees based on their interests and preferences;
- Members to be allowed to sit on more than one subcommittee;
- Each subcommittee to have a subcommittee Chair; and
- Subcommittee Chairs to be appointed by the Council Chair, in consultation with the DFO, with assignments taking into consideration members' expressed interest in serving as Chair of a particular subcommittee.

MR. RIETZKE reminded the members that under FACA, subcommittees had much greater flexibility than the full Council in terms of scheduling meetings, holding closed meetings, and inviting the participation of non-Council members in advisory roles on the subcommittees.

In the discussion of the proposed subcommittee structure, **MS. FORLAND** suggested that the previously discussed timeline for subcommittees to draft recommendations by late May or early June was likely no longer realistic. **DR. REAMER** suggested that the subcommittees might be able to identify two or three priority areas and offer initial reports on those areas at the next full Council meeting rather than complete draft recommendations and that coordination among the subcommittee Chairs, the Council Chair, and the DFO might be needed to develop subcommittee work plans, ensure that the subcommittees' work would be properly paced, and inform the agenda for the next full meeting. **MS. ZELLER** suggested that the next meeting could be an opportunity for the subcommittees to identify potential linkages and overlaps in their work based on progress made to date. Based on various questions posed by members, **MR. RIETZKE** added that he planned for each subcommittee to include an assigned DOL staff member and a Coffey support staff member, and that they would meet virtually. The DOL staff members would be assigned to the subcommittees based on their areas of expertise, in order to advise the subcommittees and help them avoid duplicative effort.

It was agreed by the Council to proceed with the proposed subcommittee structure. The Council further agreed that the members would inform the DFO via email of their preferences for subcommittee assignments and interest in subcommittee Chair positions. **MR. RIETZKE** agreed to send out an email to solicit assignment and subcommittee Chair preferences.

The Council then discussed potential dates for its next full, in-person meeting. Previously, the Council had considered scheduling the next meeting for late May or early June. Several members of the Council expressed concerns about that timeframe, suggesting that more time might be needed for the subcommittees to be able to make substantive progress on

their various assignments. It was suggested that perhaps the meeting could be dovetailed with the upcoming BLS LMI meeting scheduled for the last week of July. **MR. RIETZKE** agreed that, with the informational report as a roadmap, the subcommittees might be able to identify some priorities and make requests for expert testimony at the next full meeting.

MR. RIETZKE responded to the various questions and comments by indicating that staff would poll members via email about dates for the full Council meeting, and that the new Council Chair, subcommittee Chairs, and he will meet to develop an overall plan and timeline, as well as the process for inviting outside experts to participate.

MR. RIETZKE then opened the floor for comments from members of the public in attendance. No members of the public requested the floor.

The Council then discussed the processes for the selection of a new Council Chair and a new member to fill the vacant seat for a state LMI director. **MR. RIETZKE** noted that he had recently sent an email to the members requesting nominations for the Chair position. He asked that members respond with nominations by 12:00 P.M. on February 12, 2017. He stated that, once the nominations had been received, nominees would be contacted to verify their interest and availability. An electronic poll would then be sent to the members to vote for a new Chair.

With regard to filling the vacant seat on the Council, **MR. RIETZKE** reported that the staff had submitted a Federal Register Notice (FRN) to solicit nominations for a new member for departmental clearance, and that it would be published as soon as clearance was received. He indicated that the members would be notified when the notice was published in the Federal Register. He further reported that DOL staff had investigated the possibility of using the alternates list from the previous call for nominations to fill the open seat, but they had received guidance that, subject to FACA requirements, a new FRN solicitation would be required.

MR. RIETZKE then called for any new business from the members. **DR. REAMER** expressed his concern at the slowness of the process to fill the vacant seat, noting that regular turnover in the Council's membership should be anticipated. **MR. RIETZKE** stated that going forward, DOL staff would continue to seek approval to use nominations from prior solicitations to fill any new openings. **DR. REAMER** also reported that he was serving on a parallel advisory council under the auspices of the Department of Commerce called the National Advisory Council on Innovation and Entrepreneurship. He reported that he had extended an offer to that council to act as bridge to the WIAC, if and when they discussed issues related to WLMI.

Hearing no other new business, **MR. RIETZKE** offered brief concluding remarks and adjourned the meeting.