

Helena JSEC Meeting Minutes

January 18, 2012

Members Present:

Tina Whitaker	lia Sophia
Cathy Wood	Student Assistance Foundation
Robert Ward	Enterprise Holdings
Alan Thompson	U of M Helena, College of Technology
Chris Beebe	Shodair Children's Hospital
Penny Fassett	American Chemet
Callie Johnson	BC/BS of Montana
Deb Chouinard	Helena Job Service
Sandy Hamlin	Helena Job Service
Dave Laber	Helena Job Service

Introductions: Introductions were made. Sandy informed the group that Pat Roth has retired from Glacier Bancorp and will no longer be attending the JSEC meetings. At this time, her replacement will not be part of JSEC, but they have an open invitation. Sandy will get a card to send to Pat from Helena JSEC.

Minutes: Penny motioned to approve the December minutes. Alan made a second, and minutes were approved with one correction. The e-mail address to send scholarship material to Shodair is pjewell@shodair.org (2 Ls instead of one).

Treasurer Report: Robert reported the JSEC account has a balance of \$5,984.56. The balance does not include the latest check from the 'Business over Breakfast' workshop.

Manager's Report: Deb highlighted her report of what has been happening at Helena Job Service (see attached Manager's Report).

National SHRM Membership: Dave requested funds for a National SHRM Membership (\$180.00 per year) that Helena JSEC consistently purchases to be used by Helena Job Service and JSEC Members.

Meetings: Last month the Committee discussed replacing the December meeting with a June meeting. Sandy had attendance figures from 2006 on, and overall there has been fair attendance in December. Tina felt it would give us more time to present the scholarship, and will make the break between May and September not so long. A count was made to make sure we had a quorum to vote on the proposal, and Tina asked for a poll of those present to see how everyone felt about swapping meeting dates. Everyone agreed Christmas is a busy time. Chris moved to approve, and Deb C. seconded – passed. So the change will be made starting this year.

Job Service Spotlight: The presentation will be rescheduled due to illness. As Chris suggested several months ago, these 'Job Service Spotlights' will help JSEC members become more familiar with the services that Job Service (JS) offers.

Hidden Agenda: All of the area schools, including Shodair, have been contacted and sent application packet material on the Mike Bullock Scholarship. Sandy noted that four applications have been downloaded from the online version so far.

There has been some discussion about putting the scholarship application on Facebook. Deb reminded us that Helena Job Service does not have access to Facebook, but they are considering adding some sites. Chris asked if someone could put it on their personal page. Penny suggested maybe the schools could put it on their sites. Tina recommended one of the Scholarship Committee members talk to one of the schools to see if that is a possibility. Alan will call his contact at Helena High. All agreed that since kids spend a good deal of time on Facebook, the scholarship would probably get a lot of attention there. Callie thought that putting a 'like' button with the scholarship website might work. So when people go there they can 'like' it and put it on their Facebook where others can 'like' it. Deb will speak to Bryan (JS Office techie) about that.

Sandy wanted to discuss the questionnaire that she sent by e-mail last month. Deb said that our office has several new staff, and there are a variety of opinions about what is expected by employers in our service delivery area as compared to nationally. She said there is some disparity with State agencies too. The questionnaire is lengthy, but it helps Job Service to send good people to businesses we service. We can better communicate employer needs and expectations when visiting with job seekers also. Additionally, the schools represented on JSEC are anxious to see what the results are so they can share them with their students. Sandy would like to see JSEC members add to the bottom of the survey what they would like Job Service to help them with, either by doing something different or better. Also, we will need to know the business name so we can see differences based on industry and smaller or larger companies.

Penny said she knows what it is like to compile survey information in written form, and it can be a lot of work. SHRM is using Survey Monkey, an electronic survey that also compiles the results. Chris mentioned that to analyze the survey, you really don't want open-ended questions. Either a scale or multiple-choice is what Survey Monkey usually uses. After some discussion, it was decided that Sandy would look into using Survey Monkey to send the survey out again. This would make it easier for participants as well. Penny and Callie agreed that cover letters should be addressed on the survey. Appropriate e-mails and phone messages/music is another area that needs to be talked about, and possibly a question on how employers respond to people who have face piercings and tattoos.

Tina looked at the membership list and wondered how some of the members were doing that we haven't seen for awhile. Chris suggested we go to some of the larger retailers to see if they would be interested in joining (such as Walmart, Target, Shopko). Tina said she would be willing to make the calls if we have a list. Chris thought that maybe Tina could contact some of the businesses on the SHRM list to see if they would be interested in joining JSEC.

Alan let us know that the IR Career Fair would be March 21st. Rebecca Bruno from the Independent Record has already met with Rosie. She will meet with Alan and Carol Rule next week. Callie said that BC/BS has been tossing around the idea of having their company, the colleges in town, and Job Service pull together their own fair at a different time. Chris thought we could check how busy Job Service is during a certain month, and have it then, maybe January. Sandy will check with Bryan (JS) about a monthly door count chart we can take a look at.

Chris wanted to know when the UM-Helena nursing recruitment fair was. Alan said that would be in-house Tuesday, April 10th.

Callie asked how others treated the recruitment of felons. She wondered if Job Service looked at that. Helena has a pre-release center here, so Job Services does get quite a few felons in the office. Others noted that they start with background checks, but having a felony does not necessarily

disqualify. Deb noted that felons are not a protected class, and Dave mentioned that EOC will consider disparate impact on minorities when looking at hiring practices regarding felons. Plus, businesses are to look at the nature and gravity of the offense, time that has passed since the conviction, and the nature of the job held or sought.

Meeting adjourned.



Helena Job Service Workforce Center



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TO: Helena JSEC

FROM: Deb Chouinard, Manager
Helena Job Service Workforce Center

DATE: January 18, 2012

Happy New Year!

At December 31, 2011, our average daily door count was at 150 per day, last year it was up at approximately 255 or so, which sounds right, considering our unemployment rate is a little lower at this point in time. Already this month, however, we have seen days where there have been in excess of 400 people through our doors in a day, and with the inclement weather, we'll likely see more of our seasonal layoffs.

On a calendar year basis, we have served over 11,000 unique customers, posted 3054 job orders, and provided over 38,000 services.

We are still fully staffed, along with having one temporary through August, 2012. We did lose our front desk temp in November, so we're back to rotation at the front desk.

In April, we will be holding our annual budget planning session at the Manager's meeting in Missoula. Various bills are in the House and Senate regarding WIA funding, which pertains to our federal retraining dollars. We have heard a 10% cut to our funding will be taken, but so far none of the bills include these cuts. However, to be on the safe side, we will be planning for a reduction as we build our budgets for the upcoming year.

This will be a busy spring for our office, as we will be required to RFP for our WIA Adult funding, which we do jointly with our partners at CTI. We will also have to recertify our One-Stop through the processes outlined with the Statewide Workforce Investment Board.

We have held several resume writing classes, which have been well attended. In addition, we have seen an increase in employer job fairs being held in our office. These appear to be working out well for the employers and they have been pleased with our efforts in casting a wide net for potential job seekers/employees.

Our office was recently toured by the Access to Success classes, as well as having a presentation on our services. Presentations have been made at the YWCA, and most recently at the Jefferson County High School, which included all high school students.

In November, the bulk of the staff attended *Crucial Conversations*, another staff attending in a week or so, and then Carol and I will be attending in February.

All of our main floor windows were replaced this fall, with added insulation in the walls below them. We have already noticed a significant difference in the warmth of our building. Beginning this upcoming weekend, the HVAC replacement will begin. Contractors will be working on the weekends for 4-6 weeks to do all the inside work they can until the weather breaks and they are able to install a new boiler system.

As always, if you have any questions, concerns, comments or suggestions, please let me know.