

**Vermont State Workforce Development Board  
Operating Committee  
Conference Call Agenda  
April 26, 2018, 12:30 – 1:00 pm**

- I. Call to order
- II. Discuss public comments received regarding modifications to the WIOA Unified State Plan
- III. Recommend which comments ought to be incorporated in the final State Plan
- IV. New business
- V. Adjournment

**Vermont State Workforce Development Board  
Operating Committee  
Conference Call Minutes  
Thursday, April 26, 2018  
12:30 pm- 1:00 pm**

**Committee members in attendance by phone:** Secretary Al Gobeille, Eileen Illuzzi, Vice Chair Jen Kimmich, Commissioner Lindsay Kurrle, Greg Maguire, and Secretary Michael Schirling

**Board/Committee members not in attendance:** Janette Bombardier, Secretary Heather Bouchee, Chair Frank Cioffi, and Ellen Kahler

**Governor's and State Agency & Department staff in attendance by phone:** Dustin Degree, Sarah Buxton, and Sophia Yager

Vice Chair Jen Kimmich called the meeting to order at 12:36 pm. Executive Director Dustin Degree called roll.

Mr. Degree explained that the purpose of this meeting was to review and discuss public comments received by the State Workforce Development Board regarding modifications to the WIOA Unified State Plan, and to make recommendations as to which comments ought to be incorporated into the modified State Plan.

Mr. Degree read the first public comment received:

Robin Castle, AOE- "Regarding the language in section 7 on page 43: How the State Board, in fulfilling Local Board functions, will coordinate title I activities with those activities under title II. Describe how the State Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

The State Board appointed an ad hoc committee to review applications submitted under Title II in April 2017. The committee met once to learn about their responsibilities and understand how adult education is currently funded and delivered in Vermont. The Vermont Agency of Education worked with the State Board liaison create an RFP, receive applications, and develop a scoring tool. The ad hoc committee reviewed and scored applications in May, meeting another time to discuss results and select winning applications.

The State Board selected a One-Stop Operator, the Vermont Department of Labor, to take on the role of coordinating and aligning core and one-stop programs. VDOL began its role as One-Stop Operator on July 1, 2017.

The SWDB did not participate in creating the RFP for Title II funds, receiving the applications, or developing the scoring tool. Those functions are AOE responsibilities. The SWDB role was not to select 'winning applications' under Title II – that is the function of AOE. The committee made recommendations for alignment

with the State Plan. They did not review all applications- they reviewed the appropriate sections for alignment with the State Plan, per the committee's charge under WIOA. Also, please note that the SWDB ad hoc committee met twice in April of 2017 with me. There were no meetings regarding the applications in May to my knowledge."

He then read the following replacement language proposed by AOE and VDOL:

How the State Board, in fulfilling Local Board functions, will coordinate title I activities with those activities under title II. Describe how the State Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

The Vermont Agency of Education has established a competitive basis for awarding 3-year grants under Title II. The State Board appointed an ad hoc committee to review applications submitted under Title II for alignment with the State Plan. Two meetings of the committee and Vermont Agency of Education staff were held in April of 2017. The committee met first to learn about their responsibilities and understand how Adult Education and Literacy (AEL) services are funded and delivered in Vermont. Committee members reviewed applications and then met a second time to provide recommendations for alignment with the State Plan to the AOE. The established procedure and scoring rubric will be utilized in the spring of 2020, when Title II funds are competed for the next 3-year grant period.

The State Board selected a One-Stop Operator, the Vermont Department of Labor, to take on the role of coordinating and aligning core and one-stop programs. VDOL began its role as One-Stop Operator on July 1, 2017.

Vice Chair asked for a motion to change the language. Motion moved by Greg Maguire. Motion seconded by Commissioner Kurrle. Motion approved unanimously by voice vote.

Mr. Degree read the second comment received:

David Roberts, Vermont Adult Learning - "Agency of Education number one [1], Adult Education and Literacy (AEL), it states that 'adults who are 16 years old or older and not enrolled in school.' So I think we do have situations where we have, we can work with students enrolled. There's currently those in school under certain situations so not sure if we need some clarification there."

He then read the following explanation in response to that comment:

The definition of "eligible individual" under Title II appears in WIOA Sec. 203(4):

ELIGIBLE INDIVIDUAL. —The term "eligible individual" means an individual—

(A) who has attained 16 years of age;

(B) who is not enrolled or required to be enrolled in secondary school under State law; and

(C) who—

(i) is basic skills deficient;

(ii) does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or

(iii) is an English language learner.

Grant funds allocated to eligible providers must be used for supporting and providing programs, services, or activities to “eligible individuals.” Any programs, services, or activities for students who do not meet the WIOA definition of an eligible individual (i.e., enrolled in school), are supported through funds other than WIOA, Title II grant funds/State AEL grant funds. The High School Completion Program’s reimbursement structure is an example of a funding source that AEL providers may access to support services for students who do not meet the WIOA definition of eligible individual.

Vice Chair deemed no motion necessary the comment required no change in language.

Mr. Degree read the third public comment received:

Lynn Vera, SWDB- Preferred the SWDB ad hoc State Plan Modification Committee’s language for Strategic Goal 3 to the language adopted by the SWDB Operating Committee, as the ad hoc Committee’s language placed a greater emphasis on the representation of women in Vermont priority sectors.

He then read the Operating Committee’s language for Goal 3:

Strengthen the Vermont economy by working with state and private partners to make data-driven changes that increase the number of workers employed in the skilled trades, STEM fields, advanced manufacturing and other Vermont priority sectors, including non-traditional or under-represented populations such as women.

Mr. Degree noted that the ad hoc Committee updated the language from the original State Plan (2016) to include under-represented populations but wanted to preserve the goal’s emphasis on women.

Mr. Degree expressed his support for reverting to the ad hoc Committee language.

Vice Chair seconded that solution.

Vice Chair asked for a motion to revert the language for Strategic Goal 3 to that of the SWDB ad hoc Committee. Motion moved by Greg Maguire. Motion seconded by Commissioner Kurrle. Motion approved unanimously by voice vote.

No new business.

Vice Chair adjourned the meeting at 12:54 pm.

Respectfully Submitted by Dustin Degree.

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Dustin Degree, Executive Director, Vermont State Workforce Development Board

**\*\*SEE BELOW FOR PUBLIC COMMENTS AND OPERATING COMMITTEE RECOMMENDATIONS\*\***

**Vermont State Workforce Development Board  
Operating Committee Recommendations re:  
Public Comments Regarding Modifications to the WIOA Unified State Plan**

**Public Comment #1**

**Robin Castle, Agency of Education (AOE)**

Regarding the language in section 7 on page 43: How the State Board, in fulfilling Local Board functions, will coordinate title I activities with those activities under title II. Describe how the State Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

The State Board appointed an ad hoc committee to review applications submitted under Title II in April 2017. The committee met once to learn about their responsibilities and understand how adult education is currently funded and delivered in Vermont. The Vermont Agency of Education worked with the State Board liaison create an RFP, receive applications, and develop a scoring tool. The ad hoc committee reviewed and scored applications in May, meeting another time to discuss results and select winning applications.

The State Board selected a One-Stop Operator, the Vermont Department of Labor, to take on the role of coordinating and aligning core and one-stop programs. VDOL began its role as One-Stop Operator on July 1, 2017.

“The SWDB did not participate in creating the RFP for Title II funds, receiving the applications, or developing the scoring tool. Those functions are AOE responsibilities. The SWDB role was not to select ‘winning applications’ under Title II – that is the function of AOE. The committee made recommendations for alignment with the State Plan. They did not review all applications- they reviewed the appropriate sections for alignment with the State Plan, per the committee’s charge under WIOA. Also, please note that the SWDB ad hoc committee met twice in April of 2017 with me. There were no meetings regarding the applications in May to my knowledge.”

**Possible Remedy:** Replace with the following language: How the State Board, in fulfilling Local Board functions, will coordinate title I activities with those activities under title II. Describe how the State Board will carry out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

The Vermont Agency of Education has established a competitive basis for awarding 3-year grants under Title II. The State Board appointed an ad hoc committee to review applications submitted under Title II for alignment with the State Plan. Two meetings of the committee and Vermont Agency of Education staff were held in April of 2017. The committee met first to learn about their responsibilities and understand how Adult Education and Literacy (AEL) services are funded and delivered in Vermont. Committee members reviewed applications and then met a second time to provide recommendations for alignment with the State Plan to the AOE. The established procedure and scoring rubric will be utilized in the spring of 2020, when Title II funds are competed for the next 3-year grant period.

The State Board selected a One-Stop Operator, the Vermont Department of Labor, to take on the role of coordinating and aligning core and one-stop programs. VDOL began its role as One-Stop Operator on July 1, 2017.

**Operating Committee Recommendation:** The Operating Committee voted in favor of adopting the proposed language, as it accurately reflects the State Board’s role in Title II application review as making recommendations for alignment with the State Plan, not selecting winning applications or creating a scoring tool.

**Public Comment #2**

**Lynn Vera, State Workforce Development Board (SWDB)**

Preferred the SWDB ad hoc State Plan Modification Committee’s language for Strategic Goal 3 to the language adopted by the SWDB Operating Committee, as the original language placed a greater emphasis on the representation of women in Vermont priority sectors.

**Possible Remedies:**

1. **Accept Operating Committee language:**

**Final Operating Committee language:** Goal 3: Strengthen the Vermont economy by working with state and private partners to make data-driven changes that increase the number of workers employed in the skilled trades, STEM fields, advanced manufacturing and other Vermont priority sectors, including non-traditional or under-represented populations such as women.

2. **Revert to ad hoc Committee language:**

**Final ad hoc Committee language:** Goal 3: Strengthen the Vermont economy by working with state and private partners to make data-driven changes that increase the number of women and other under-represented populations employed in the skilled trades, STEM fields, advanced manufacturing and other Vermont priority sectors.

**Operating Committee Recommendation:** The Operating Committee voted in favor of reverting to the ad hoc Committee language, as it maintains the intent of the original aim of Goal 3: promoting women in the workforce.

**Public Comment #3**

**David Roberts, Vermont Adult Learning**

“Agency of Education number one [1], Adult Education and Literacy (AEL), it states that ‘adults who are 16 years old or older and not enrolled in school.’ So I think we do have situations where we have, we can work with students enrolled. There’s currently those in school under certain situations so not sure if we need some clarification there.”

**Remedy/Explanation:** The definition of “eligible individual” under Title II appears in WIOA Sec. 203(4):

ELIGIBLE INDIVIDUAL. —The term “eligible individual” means an individual—

(A) who has attained 16 years of age;

(B) who is not enrolled or required to be enrolled in secondary school under State law; and

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Grant funds allocated to eligible providers must be used for supporting and providing programs, services, or activities to “eligible individuals.” Any programs, services, or activities for students who do not meet the WIOA definition of an eligible individual (i.e., enrolled in school), are supported through funds other than WIOA, Title II grant funds/State AEL grant funds. The High School Completion Program’s reimbursement structure is an example of a funding source that AEL providers may access to support services for students who do not meet the WIOA definition of eligible individual.

**Operating Committee Recommendation:** The Operating Committee determined that no action was required regarding this comment, as clarification regarding “eligible individuals” is found in WIOA Sec. 203(4).