

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
April 23, 2018	Review Final Draft - Eligible Training Provider Policy	Reviewed and sent the final draft to the One-Stop Committee for input.
April 23, 2018	Brainstorm Desired Metrics for WDTF Grants	Discussed options for metrics based on grant-type; inclusion of soft skill development in grants; how metrics might look very different when funding outreach activities.
April 23, 2018	Develop stakeholder input process for the WDTF	Discussed approach to gathering stakeholder input on WDTF policies and processes.
June 19, 2018	Eligible Training Provider Policy - Feedback from the One-Stop Committee	Reviewed the suggestions made by the One-Stop Committee for the policy. Approved the final draft, with amendments from the One-Stop Committee. Policy will go to full Council in July for adoption.
June 19, 2018	WDTF Policy Review	Reviewed the existing policies for employer grants. Determined that an in-person meeting will be scheduled in August to develop policy proposals for all three grant programs.
June 19, 2018	WDTF Feedback from the Regional Business Specialists	Staff provided feedback from a facilitated conversation with the Regional Business Specialists on the WDTF policies and processes.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 7, 2018	WIOA State Plan Action Items	Reviewed the list of action items from the WIOA State Plan update provided to the USDOL on April 2.
May 7, 2018	Elements of an Integrated Services System	Brainstormed goals/elements of an integrated service strategy.
May 7, 2018	Setting Integrated Services Vision	Prioritized four goals to work towards - Cross-Training of Partners/Staff, Common Systems/Sharing Data, Functional Redesign/Collaborative Triage and System Based Collaborative Business Outreach
May 7, 2018	Next Steps to Practice	Identified 1 year and 5 year "future state" along with tangible steps to achieve 1 year goals.
June 12, 2018	Eligible Training Provider Policy Review	At the request of the Policy Committee, reviewed the Eligible Training Provider Policy. Provided small amendments for the committee to consider.
June 12, 2018	One-Stop Certification Process - ADA Assessments Update	Discussed a process and timeline for the One-Stop Certification and ADA Assessments required under WIOA.
June 12, 2018	Implementation/Follow-Up from May Joint Meeting	Reviewed the Chair and Executive Director's suggestion on moving the goals developed at the May 7 meeting

One-Stop Committee Report		
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		forward. Determined which should be led by the One-Stop Committee and which should be led by the WIOA Advisory Group.
July 10, 2018	Update on ADA Assessments Discussions	Status update on discovery of resources to conduct ADA Assessments of the comprehensive and affiliate job centers.
July 10, 2018	Expectations/Direction to the WIOA Advisory Group on Universal Intake	Provided a "charge" to the WIOA Advisory Group to begin research and discussions on a universal intake process.
July 10, 2018	Status Update for Data Sharing Agreements	Status update on data sharing agreement and testing the process for combined performance reporting.

Outreach Committee		
Date of Meeting	Agenda Item	Overview/Status
June 15, 2018	Define Mission and Goals	Adopted a mission statement to guide the work of the Outreach Committee. Wording is taken directly from the Governor's Executive Order. Reviewed the status of the 90-day action plan for Outreach developed at the April 5 Council Meeting.
June 15, 2018	Define roles and types of responsibilities to support and maximize council led outcomes	Decided to defer this discussion to the July 18 Council meeting when the committee can meet in person.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 12, 2018	April 5 Full Council Meeting Debrief	Reviewed the team discussion notes and gave feedback on the meeting.
April 12, 2018	Cassia Joint District #151 Industry Sector Grant Application	\$248,745 grant was approved by the Executive Committee.
April 12, 2018	May Executive Committee Meeting	Reviewed dates to host joint meeting between the Executive Committee and the State Board of Education Officers.
May 10, 2018	April 5 Meeting Survey Results	Reviewed the results of the survey sent out to council members for feedback on the April 5 meeting.
May 10, 2018	NIC Sector Grant	\$207,590.19 grant was approved by the Executive Committee.

Executive Committee Report		
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May 10, 2018	Clearwater County Micro Grant	\$7,403.25 grant was approved by the Executive Committee.
May 10, 2018	Collaboration on Outreach & Communications Manager	Discussed option to have the WDC Outreach & Communications Manager physically located at the State Board of Education office to increase collaboration and ensure alignment between the two organizations.
May 10, 2018	Outreach Funding Request - Adult Learner Scholarship	Approved a \$123,000 request from the State Board of Education to promote the Adult Learner Scholarship for the Fall 2019 semester. \$40,000 of the amount is to continue the campaign through December for Spring semester; however, it is contingent upon results.
May 10, 2018	Process for Commitment Letters	Approved a process to issue letters of intent for business attraction and expansion projects. The Chair of Grant Review Committee and either the Chair or Vice Chair must approve the project and the letter clearly states that a full application must be submitted and approved by the Council.
May 10, 2018	Conflict of Interest Policy	Reviewed and approved updated Conflict of Interest Policy for Council members.
May 10, 2018	WDC Operating Budget	Reviewed the FY19 Operating Budget for the administrative costs of the WDC. Budget reports will be available starting in August.
May 10, 2018	MOA with IDOL	Unanimous consent to go on record in support of executing the MOA with the Department of Labor to cover the research and analysis aspects of the Workforce Development Training Fund.
May 10, 2018	State Strategic Plan Requirements	Reviewed requirements for state agency strategic plans (legislative mandate). Staff will draw from existing documents to create agency plan and performance metrics. The full Council will be engaged in broader strategic planning in January in order to transition to the new Governor's vision.
May 10, 2018	Legislative Proposals	Staff update on the timeline to submit legislative ideas (July 13).
June 14, 2018	WDC Operating Policies	Reviewed and approved Operating Policies for the Executive Director and Staff. These will continue to evolve but provide clarity on responsibilities for the Workforce Development Training Fund and set expectations for financial reports, communication and personnel decisions.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
June 14, 2018	Strategic Plan Overview	Reviewed the final draft of the agency strategic plan prepared by staff.
June 14, 2018	Legislative Concept - Idaho LeadEr	Discussed possible submission of a legislative concept to brand Idaho's work-based learning initiatives.
June 14, 2018	Premier Technology Employer Grant	Approved \$581,440 Employer Grant for Premier Technology to train 394 employees.
July 12, 2018	Meeting with State Board of Education Officers	Discussed common goals and opportunities to support each other's efforts. Will schedule joint working session in October.
July 12, 2018	Policy Committee Process and Timeframe for WDTF Policy Updates	Staff update on the process/timeline for updating WDTF policies. Policy Committee intends to have recommendations for the Council at the October meeting.
July 12, 2018	WDTF - Updating IDOL References to WDC	Approved the continuation of the policies set by the previous Workforce Development Council, with updates based on Executive Order 2017-13 and Idaho Code Title 72, Chapter 12.
July 12, 2018	WDTF Guidance - Proportionate Share with respect to cash and in-kind match	Provided guidance to staff to apply a working definition of "proportionate share" as "no less than 25 percent cash and no more than 100 percent in-kind match or a combination of cash and in-kind match" for industry sector grants.
July 12, 2018	WDTF Guidance - 200% cap on trainee costs	Approved the elimination of the 200% cap on trainee costs for employer grants.
July 12, 2018	WDTF Guidance - Expanding Sector and micro grants to include work-based learning components	By approving the continuation of the policies set by the previous Council with updates based on the executive order and Idaho Code, this issue was resolved.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 25, 2018	Research the effectiveness of the apprenticeship programs that have already been funded by ApprenticeshipIdaho grant and how other states are incentivizing apprenticeships	Work is still being done to gather data on the effectiveness of apprenticeship programs funded by ApprenticeshipIdaho. Although a report on incentives was not able to pinpoint where funded comes from it is fair to say that most initiatives were found to be state funded. Additional discussion is taking place on July 17th during a 3-hour meeting that will address incentives and outreach.
April 25, 2018	Develop toolkit for employers to build apprenticeship programs quickly and efficiently	A draft toolkit has been developed. The next steps are to finalize the material and work on a communication and outreach plan for getting the information to employers.
April 25, 2018	Drive changes to education policy to create articulation pathways for related training (from registered apprenticeship programs) to college credit	A group of individuals are working on getting the state colleges to agree to a change in policy. CSI put forward a line item request for an apprenticeship associates degree and will receive funding in FY19.
May 23, 2018	Discuss pros and cons of establishing a State Apprenticeship Agency	Members shared their knowledge on working in states with and without State Apprenticeship Agencies. This is not a high-priority item for the committee at this time as it would require the Governor's approval and has funding implications.
May 23, 2018	Update on ApprenticeshipIdaho and Funding	ApprenticeshipIdaho received an additional \$847,568. \$365,587 will be used for salaries and fringe benefits, \$10,902 will be allotted for travel, \$1,500 will be used for supplies, \$407,000 for contracts with industry intermediaries and incentives and \$62,579 for indirect costs.
June 27, 2018	Final Report from Administration Apprenticeship Task Force	26 recommendations were made by the committee. A number of these recommendations are integrated into the scope of work for this committee (the articulation requirements, portability, and awareness).
June 27, 2018	WDTF Funding (for incentives and outreach)	The Policy Committee and Investment group are working towards providing policy recommendations for the October Workforce Development Council meeting. The committee scheduled an in-person meeting on July 17 to discuss.