

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, ID 83702

Workforce Development Policy Committee Meeting Minutes – December 20, 2022

Committee Members: Christi Gilchrist, Clay Long, ~~Hope Morrow~~, Jani Revier, ~~Jason Hudson~~, John Smith, Lori Barber, Sean Coletti, ~~Dan Puga~~, Tom Kealey, Tom Schultz

Staff: Wendi Secrist, Paige Nielebeck, Matthew Thomsen, Sam Emery, Rebecca Watson

Guests: Tammy David

Call to Order at 2:01 p.m.

Roll Call – Quorum met.

Review Agenda – No changes to the agenda

***Review November 15, 2022 Meeting Minutes**

Motion by Ms. Revier to approve Meeting Minutes as written. Second by Mr. Kealey. Motion carried.

Updates for Future Meetings:

Joint Grant Review/Policy Committee Meeting

Next month is likely to be a light month for Grants, the Committee agreed to a joint meeting during the scheduled Grant Review Committee meeting on January 24 at 3:00pm.

Eligible Training Provider Policy

This is a WIOA policy that covers how providers are placed on and maintain their approval to serve WIOA participants. We need to determine criteria based on performance data that we have not had access to in the past. Ms. Secrist plans to divide the work between two meetings – the first to make minor updates/adjustments to sections that are fairly standard, the second to focus on the performance criteria. This work will start in February/March.

***Launch Course Approvals**

Ms. Secrist presented the Launch Courses which are pending approval from the Policy Committee.

Discussion:

- The Legal Secretary, Victim Advocacy, Accounting and Finance for Non-Financial Managers, Home Inspection and Nutrition & Personal Trainer courses were rejected by the Committee based on demand and alignment with employer needs.

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- Ms. Secrist explained that one of the goals is to pull courses that don't seem to align with identified areas of need based on the most recent survey. That will be assigned to the new Communications & Program Manager.

Motion by Ms. Revier to approve the Launch Course List as presented above, except for the Legal Secretary, Victim Advocacy, Accounting and Finance for Non-Financial Managers, Home Inspection and Nutrition & Personal Trainer courses. Second by Mr. Kealey. Motion carried.

****Launch Provider Applications***

Ms. Secrist presented the providers who have asked to be approved for Idaho Launch. See the Launch Program Enrollment Flowchart, attached, as well as the Pending Launch Providers.

Discussion:

- Given the budget challenges we are facing, the Committee is uncomfortable with having private providers approach us. We would like to seek them out when we identify a need. The Committee would like to table these providers until we have a better mechanism to review whether there is a gap in training (either type of training or capacity of existing providers to meet demand).
- Ms. Secrist shared that the new Communications & Program Manager has the skillset to develop a rubric or other tool to support the analysis of new providers. She will make that a priority as Ms. Reberry is onboarded.

Motion by Ms. Revier to temporarily table adding any new Idaho Launch providers except in the instance that we identify a missing skill that is not provided by a public provider.

- Would it be beneficial to appoint a subcommittee to work with Ms. Reberry in identifying the most important skills, reviewing survey data, and in identifying areas where we have gaps?
 - It would be beneficial to appoint this group after Ms. Reberry starts with the WDC.

Second by Mr. Smith. Motion carried.

Motion by Mr. Smith to adjourn. Second by Mr. Long. Motion carried.

Adjourned at 2:41 PM.