

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Executive Committee Meeting Minutes

Dec. 14, 2017

Attendees: Trent Clark, BJ Swanson, Deni Hoehne, Jeff McCray, John Young

Staff: Wendi Secrist, Jade Rodgers

- Call to order at 3:34 pm
- Welcome and introductions
 - Thank you for stepping up and being willing to step into this role.
 - Any amendments to the agenda? None presented.
 - Quorum present
- Workforce Development Council Transition update
 - Sincere effort has been made to implement the Governor's recommendations, including changes in statute in accordance with the task force's vision.
 - A digital version of the newest legislation will be sent to you.
 - IDOL Director currently is the responsible for the Workforce Development Training Fund, this will make the Council the responsible party
 - We also serve as the state workforce investment board for Idaho which includes some local board responsibilities as Idaho acts as a single, state workforce board
 - It grants Council and Executive Director the authority to spend the funds, for grants and running an office to meet the Workforce Development Council's responsibilities
 - Addition of outreach is a huge mission change, added into legislation 2c lines 3-5: how do job seekers know what jobs are available and what training is needed to access them
 - No matter how excellent our workforce training is, we need to have that line of sight from the employers and job seekers
 - Trent shared what he plans to present to the State Board of Education next week
 - Small staff of 5 people
 - We do not have a presence in every county or school district
 - Hard to implement outreach that will reach all people of Idaho

- Discussion around alignment of curricula, apprenticeships as opportunities to ensure alignment of training that is needed for the workforce, line of sight between the employers and job seekers
- Council will not try to do anything on our own in the way of outreach, critical to have partnership with the State Board of Education to accomplish this
- Career Information System (CIS) will also be moving to the State Board of Education
 - John: Are NextSteps and CIS parallel/similar?
 - Wendi: They do not do the same thing, but have some overlap. NextSteps recently added FutureFindr which allows some career exploration. We are working to create the best tool, and to not have overlap between agencies.
 - Can we approach that area of responsibility by working with the State Board of Education?
 - BJ: Ideally, another department that needs to take on that task is the State Department of Education, finding employment for students, since we could not possibly do that with five staff members.
- They will want to know what the benefit is for them (State Board of Education).
 - We have the ability to dedicate resources that don't exist right now
 - We do come with some spending authority in hand
 - We have a better feel for the needs of Idaho employers
 - Funding and engagement with employers – is what we can offer them
 - John: I think we should go for it (partnership with State Board of Education)
 - Jeff also agrees
- Charge to the Workforce Development Council (from the Governor's office) is to implement a comprehensive workforce strategy
 - Public awareness (outreach)
 - Coordination of services across agencies and collaboration across industry partnerships
 - Using resources efficiently
 - Need to build partnerships with the existing industry associations to create a feedback mechanism for the council
 - If successful, we can change how we are investing our Workforce Development Training Fund (WDTF) money to be proactive instead of reactive
 - \$6 million in the WDTF that is not invested in training programs that we need to get working for us, there is no lack of need from

the employer side (includes \$2.5 million from the general state fund)

- Where do we want to funnel those resources?
- Council should be directing the WDTF
- John: It's a complicated funding mechanism. Can we get a discussion on that at the January meeting? Yes.
- John: How flexible is the \$6 million?
 - The responsibility lies with the council to set the criteria for grants. Allowable expenditures for:
 - Providing training and retraining (reactive, company expanding)
 - Innovative training solutions (currently industry sector and rural micro-grants),
 - Outreach (this will be added if the legislation passes)
 - Administration, grant management work
 - No additional funding being put forward with these recommendations from the Governor. There is some question as to whether the funding formula is sustainable; i.e. if the unemployment insurance tax rate is decreased, funding for workforce training will decrease.
 - How do we make the case for changing the funding mechanism? We can tell the industry that the more they train the individuals, the less people will be needing unemployment insurance.
 - Number of job openings in the state equal the number of unemployed people in the state (this is a line of sight issue).
 - We need to make sure they know that the training is accessible.
 - Meeting the unmet need: make the business case, program delivery that starts with strategy (including goals that have measurable objectives for the industry sector)
 - John suggested we include the image stating our three responsibilities on all materials we produce (Strategy, Alignment, Outreach).
- Staffing Plan
 - Executive Director
 - Business Partnership Coordinator
 - Must have someone focused on this function, connecting with the existing partnerships, but also where there aren't partnerships
 - Sector partnership model (Colorado has implemented this)
 - Recognize where there are existing partnerships
 - Facilitate the development of new partnerships that industry will sustain where needed (Eastern Idaho is an example, we don't have a strong manufacturing partnership there)

- Public Outreach Coordinator
 - Might want to partner with State Board of Education on this position
 - Also coordinate with Department of Labor
 - Right now we are gathering all the agencies that provide tools for college and career planning and working to create a single platform. As that work progresses, it will be timely to develop an outreach plan
 - Grants Manager
 - WDTF contracts, reimbursements
 - IDOL is the Administrative Entity (AE) for WIOA, but we have to choose the one-stop operator and service providers through an RFP (request for proposal) process. Currently these are contracted to IDOL
 - Administrative Assistant
 - Council member travel, meeting logistics
 - Questions
 - The process for hiring the admin is occurring now.
 - The business partnership coordinator will be after the January meeting.
- WDC Committee Structure Discussion
 - We have more private sector representation on the council so let's try to not waste their time.
 - Executive Committee
 - Set the direction and strategy for the council
 - Act as needed between council meetings
 - Identify the metrics for success
 - Have someone on this committee chair the grant review committee, funneling information back to the WDTF committee
 - Must have a process by which the Grant Review committee can review the grant in between the council meetings (decision rests with full council, but the Executive Committee can make decisions on the grants when council cannot meet)
 - Governor was of the opinion that the Executive Committee should represent different parts of the state
 - Members of the Executive Committee can be charged with industry outreach in their respective area (along with the Business Partnership Coordinator and the Executive Director of the WDC)
 - Bringing back to the council the state of the state of industry in their area
 - Workforce Development Training Fund Committee

- Current proposal from company that will be sending their employees to Israel for training – want to encourage them to provide that training from Idaho as it has huge potential for cybersecurity
- Develop and oversee procedures, develop an annual projection of needs for state investment
- Department of Labor developed rubric for grant review
- Retain all the original committee members, all good people with good opinions and good expertise
- When we approach the Eligible Training Provider List, we will add the people outlined in BJ’s proposal as ad-hoc members
 - Discussion of the ETP program, transition from WIA to WIOA, adoption of a policy to admit trainers to the list
 - Concerns by CTE and AFL-CIO about these recommendations from the October meeting
 - Data from 2014 informed the policy changes
 - In the process of getting the new In-Demand Occupations from IDOL
 - Rather than looking at the old jobs, we should be considering today’s data
 - Invest money where you would get the greatest return
 - CNAs are not on the list, because the average pay rate fell below the threshold
 - Stepping stone occupation, leading to higher level of training
 - Hoops to jump through are too cumbersome
 - Performance of the provider would look dismal since many CNAs will move to nursing programs and not show up as employed
- Is Tom Harris (Western States) the right person for the WIOA focus group?
 - Deni – I recommend the person who developed our programs at Western States (Angela Robinson - Terteling Company). She could look at it and provide expertise, since she put together a training program at CWI.
- Grant Review Committee
 - After legislation passes on Jul 1, we will be making decisions.
 - Need to balance setting policy with awarding grants, to make sure there is separation of duties.
 - Should the Executive Committee be making decisions for grant review?
 - John sees this as a committee action.
 - Trent thinks it’s in the awarding of the grants that we see the rubric working, want to make sure there is feedback available.
 - An Executive Committee member will chair this committee

- John: having a committee is a good idea, there is a lot of work involved, trying to be fluid and responsive.
 - Potential challenges include: private sector participation
 - What happens when a competitor or business partner applies for grants (when a council members serves on the grant review committee)? What do we do with conflicts of interest?
 - If we have a core, yet fluid, committee, where we could select reviewers who do not have a potential or perceived conflict of interest, it would work well.
 - This will increase trust in the process.
 - Businesses think it's a black box, and this diffuses the idea of regionality or partiality.
 - The committees are not limited to WDC members.
- One Stop Committee
 - We (WDC) are serving as the state and local board, and all of these policies and issues need to be worked out and brought forth to the full council.
 - We could designate that the council members who are mandated one-stop partners shall participate in this committee. They have the most at stake in decisions.
 - Mandated partners include state agencies such as Vocational Rehab, Labor, Veterans, Career-Technical Education, Adult-Basic Education, TANF (Health and Welfare)
 - Currently, it is IDOL staff organized and led.
 - Cheryl Foster pointed out that if the One-Stop Committee is only made of government officials, the committee is handicapped of scrutiny. Someone needs to be able to review the system and see if it actually works.
 - We should have 3-4 industry partners sitting on this committee.
 - The attendance for this committee can be low due to minutia of policy.
 - To solve this, we could compartmentalize the operations, i.e. policy can be one part of it, the continuous improvement another part.
 - Could pull in additional council members for focus groups when needed.
 - We will use consent agenda to approve things that are required and don't need a lot of discussion
 - Other goals for the committee
 - Involve business in how user-friendly One-Stop system is.
 - Continuous improvement after meeting all federal requirements
 - Alignment and coordination

- Youth Committee
 - Required under the WIA, isn't required under WIOA
 - Rico Barrera (IDOL Staff lead) indicated that the history of this committee is for the youth procurement process
 - Increase employment opportunities for youth
 - Can look at continuous improvement for this committee
 - At first, we plan on keeping the committee.
 - Trent sees that if the outreach and apprenticeship committees do what they are supposed to, the youth committee will be obsolete and will be disbanded.
- Apprenticeship Committee
 - Develop policy for apprenticeships, future funding, and outcomes for apprenticeship
 - Registered apprenticeships have been a focus due to federal grants
 - We are participating in the National Governors Association Work- Based Learning Policy Academy
 - Internships, externships
 - Co-ops
 - Apprenticeships
 - Angelique would like to reduce barriers to registration of apprenticeships
 - Helpful if she could be involved with all kinds of work-based learning opportunities
 - Apprenticeship is based on credentialing as the end result
 - Could broaden name of the committee to Work-Based Learning Committee
- Outreach Committee
 - The private sector members should be excited to be involved with this (line of sight)
 - Don't have the authority to do this until legislation passes
 - Form this committee and strategy jointly with the State Board of Education
- Should we have a committee for industry partners or is that the outreach committee?
 - There is going to need to be a committee that has partnerships as its focus.
 - Both the apprenticeship (work-based learning) and workforce development training fund committees could take that on.
- Bylaws/Governance Structure Considerations
 - Wendi will go back and insert what we have outlined for the committees in the bylaws. Wendi will send it out with specific questions via email.
 - We updated the language from the old Executive Order, and added the new membership requirements and deleted older ones.

- How do we want to approach attendance and designating alternates, i.e. allowing delegates to attend in their stead and allow them to vote?
 - Really the question is: are we naming individuals or entities to the board?
 - The public agency members are representing their organizations.
 - The rest (industry partners) are individually appointed
 - Wendi looked at other states' policies, and they differed.
 - Specific government agencies should be able to appoint an alternate.
 - Trent: I like the idea of having a proxy vote.
 - The delegates can give a proxy vote to someone who is a voting member.
- What do we consider a quorum?
 - We could not count the agency representatives as part of the quorum.
 - We could use the percentage of each of the separate groups as a quorum.
 - We could use the 50% + 1 rule, which is the default quorum.
 - Is that why there are 17 industry partners?
 - Industry attendance has been the worst in the past.
 - Trent is okay with using this as the default.
 - If we didn't have a quorum, it would mean that we could not take action on any issues that day.
- What do we use for the consent agenda?
 - This is an effort to save time and get to the strategy and business that requires discussion.
 - WIOA policy that we are required to approve, but don't need the full council discussion
 - Does WIOA allow a consent agenda to address certain things?
 - Item can be pulled out and discussed with full council, if a member requests clarification
 - Do we want to put a time frame on discussion of the consent agenda? No.
 - We will announce that any items can be removed from the consent agenda at any time.
 - Consent agenda will be posted in accordance with open meeting law.
- Review Draft Agenda for Jan. 11 Meeting
 - Action items
 - Approval of the minutes from the October meeting
 - Policy change to the Workforce Development Training Fund
 - A grant application (WDTF) has just been submitted that the Governor would like to see the WDC take action on soon.
 - Action item: Let's call together an ad-hoc committee to approve this soon.
 - It's a good sign for industry if we work to approve this sooner than Jan 11.

- We can get Department of Commerce involved, so they can encourage the applicant to consider making the training available in Idaho, instead of Israel, over the long term.
 - The applicant has specified that Idaho employees will be trained in Israel since there is no one that can do this type of training in Idaho
- We will discuss performance metrics larger than WIOA, i.e. what are some of the bigger possibilities for the WDC?
 - An example is a project that the Idaho Technology Council is working on. They track deal flow and could start identifying staffing needs for these large investments. That could help lead the Workforce Development Council to making more targeted investments
- Set Dates for upcoming Executive Committee meetings
 - The 2nd Thursday in the morning is agreed upon
- Adjourn at 5:15 pm
 - Motion: John Young
 - Second: BJ Swanson