



## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Workforce Development WIOA Service Provider Selection Policy Ad Hoc Committee Meeting Minutes

**Date:** Monday, November 19, 2018  
**Time:** 10:00 am – 11:00 am (Mountain Time)  
**Location:** Teleconference  
Call In: 1-720-279-0026  
Guest Passcode: 470642  
Screen Presentation:  
<https://stateofidahowpm.centurylinkccc.com/CenturylinkWeb/WendiSecrist>

**Meeting Conducted By:** B.J. Swanson, Committee Co-Chair

**Council Members:** Heather Sprague, Jan Nielsen, Steve Widmyer, B.J. Swanson, Dwight Johnson, Jane Dennellan

**Guests:** Sarah Hugues, Marilyn Whitney, Rico Barrera

**Staff:** Wendi Secrist, Paige Nielebeck

**Call to Order at 10:01 AM**

**Roll Call** – quorum not met

#### **Review Agenda**

Ms. Secrist briefly went over the agenda.

#### **Committee Objective**

The Workforce Development Council and Idaho Department of Labor have been working through the division of responsibilities between the two entities since the Council was moved to the Office of the Governor in late 2017. One of the items that is still outstanding is the need to develop how the Council is going to select service providers moving forward.

The Committee is being tasked with creating a policy document that accomplishes 4 things.

1. Goals
2. Procurement Options
3. Method of Contract
4. Remedy for Breach of Contract/Non-performance



## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

We will not be reviewing existing providers and evaluating their performance. Once the policy is in place, the next step will be to appoint a committee to follow the procurement process outlined in the policy. The goal is to bring the new policy recommendation to the January Council meeting so we have 6 months to conduct those procurements – the Adult, Dislocated Worker and Youth contracts expire on June 30, 2019 and the One Stop Operator contract expires June 30, 2021.

The Committee is receiving legal support from Ms. Hugues from the Governor's Office.

### **Workforce Innovation & Opportunity Act One-Stop Service Delivery System Overview**

Ms. Secrist went over the Idaho One Stop Delivery System Overview. Please see attached document.

The procurement process for the One-Stop Operator was reviewed by the US Department of Labor in August of 2017. The US Department of Labor sent a finding to the Idaho Department of Labor stating that they did not feel the procurement was done correctly. They indicated that they felt there was a conflict of interest with the Idaho Department of Labor's staff involvement and that there could have been funds allocated to the One-Stop Operator contract (the procurement was conducted as a no-cost, sole source).

Is there a policy in place now that can be used as a guideline/create our goals?

- There is not a policy in place. Ideally our policy would have the 4 sections listed above. Ms. Secrist has been looking at other State's Policies to find ideas of starting points.

### **Brainstorm Goals for Service Delivery**

Goal ideas:

- The services provided under the Workforce Innovation & Opportunity Act are communicated broadly to Idahoans and its employers. Performance around outreach and engagement is measured – both for individuals and businesses.
- Service delivery connects people to high-skill, in-demand careers that provide family sustaining wages through career pathways (including programs of study in CTE).
- Need to identify criteria to award contracts and measure performance that exceeds WIOA performance measures.
  - Ensure cost-effective service delivery
  - Outreach /Engagement
- Look for examples of how other states handle rural vs. urban equity.
  - Create opportunities for rural individuals to have access to career pathways
  - Acknowledge constraints in rural communities and ensure that participants are prepared for the best options available.
- Support service delivery that engages non-traditional individuals, minorities, barriers to employer to access all services available.
- Specific goals are set for employer engagement.
- Work-based learning is integral to the service delivery strategy.

C.L. "BUTCH" OTTER  
GOVERNOR



Trent Clark  
*Chair*

B. J. Swanson  
*Vice Chair*

## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

The Workforce Development staff will do some research on some of the items above and refine the list of goals for review by the Committee at the next meeting.

**Adjourned at 11:00 am**

DRAFT