

C.L. "BUTCH" OTTER  
GOVERNOR



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## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

### WIOA Advisory Group Meeting Minutes October 19, 2018

**Attendees:** Laurel McMahan, Cheryl Foster, Rico Barrera, Pat O'Sullivan, Cruz Gallegos, Teresa Pitt, Matt Markve, Mike Walsh, Kellye Sharp, Connie Gardner

**Staff:** Wendi Secrist, Paige Nielebeck

#### Welcome

#### Review Agenda

Ms. McMahan briefly went over the agenda.

#### Data Sharing Update and Project Realignment

Because of what is going on with data sharing and not being able to know what is going on with co-enrollments right now, it has been decided to switch the focus of the WIOA Advisory Group for the time being. In the meantime, the group can work on Business Outreach which is a very important project.

The State Board of Education is swamped with work until November 15 and so they will not be able to help with data until after that date. Once November 15 has passed, a meeting with the State Board of Education will be held to determine if they have the staffing to help with the data, deadlines, etc. The goal is to work with them between November and February to see if there are resources in place and then in the spring go through a test run of the processes to ensure that the October deadline could be met.

Employers are seeking out resources to be able to give to their customers to show them what programs are available to them. Later in the meeting the group will have a chance to brainstorm ideas of creating a joint brochure. We are going to commit that if someone has an employer that is interested in having someone reach out to them.

#### Business Outreach Practices

#### Idaho Commission for the Blind and Visually Impaired

Who is responsible?

- Their outreach efforts are very regional. It is the counselors and rehab teachers' jobs to go out and engage with businesses/teach them on how to work with blind individuals. There is a statewide assistive technologist to inform businesses on technology that is available to support them if they hire a blind individual.

How Often?

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How do you identify businesses?

- They have been able to tap into businesses in the valley who are interested into taking on students who are interested in their industry. The outreach is done based on what the students are interested in.

How do you keep track of information?

- ICBVI is starting to work on tracking the outreach efforts that are being made around the State (what business did they visit, why, etc.). This information is kept in an excel spreadsheet. Each of the regional offices have access to these spreadsheets and are kept up-to-date by the administrative assistants in the offices. At the end of the year the sheets will be collected and combined into one report. In the future the hope is to have all of the information into their case management system.

What is the outreach for (OJT Development, Placement, Summer Youth Programs, etc.)?

- The Commission also offers a summer work program in the valley.

## **Adult Education**

Who is responsible?

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How often?

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How do you identify businesses?

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How do you keep track of information?

- Programs track all their own information locally. Each program may use a different program to track this information.

What is the outreach for (OJT Development, Placement, Summer Youth Programs, etc.)?

- Idaho State University is partnering with the agricultural industry. They are giving people the opportunity to take courses to get a promotion. CWI is offering CNA and Environmental Services programs to multi-cultural individuals.

## **Vocational Rehabilitation**

Who is responsible?

- They have a local business specialist. To assist the local business specialist, they have created a team (made up of mostly counselors) to learn what Business Outreach is and how it is conducted.

How often?

- 

How do you identify businesses?

- Sometimes Vocational Rehabilitation is directly contacted directly by the employers.

How do you keep track of information?

- Last year Vocational Rehabilitation had an excel spreadsheet that was used to track all of this information. There is some functionality this year to put information into their case management system. Staff will be trained how to use the system.

What is the outreach for (OJT Development, Placement, Summer Youth Programs, etc.)?

- Vocational Rehabilitation does a lot of pre-employment transition services during the summer. Vocational Rehabilitation is required to spend 15% of their grant on pre-employment transition services. There was a capacity to serve over 500 students last year. They think they served around 450 individuals. The desire is to keep expanding these programs.

## **Senior Community Services**

They have been focused on jobs training for those who are 55 and older. They are provided with the training and the skills they need to move into their job. This year the goals are putting more emphasis on gaining relationships with employers. This will help put individuals directly into jobs. They are working on doing research on who the employers are, developing contacts, and keeping track of them on a spreadsheet. This is a slow-moving process since it is a large territory. This is a process that is being created from scratch.

Who is responsible?

- Across the state they have pre-employment training coordinators.

How often?

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How do you identify businesses?

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What is the outreach for (OJT Development, Placement, Summer Youth Programs, etc.)?

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## Department of Labor

Who is responsible?

- Labor had a team of Regional Business Specialists that were integrated back into the regional offices. Regionally they have someone in their office dedicated to making contacts with businesses. This is a requirement in some of the regions. In other regions everyone is making contacts based on client need.

How often?

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How do you identify businesses?

- Businesses are identified regionally, but they do try to use Labor Market information. Other contacts are made based on client need (Incarcerated Veterans, etc.). Labor helps identify where Labor Market gaps are and assisting businesses in filling those gaps.

How do you keep track of information?

- Those individuals were using a CRM to track interactions between employers and Labor. Since Regional Business Specialists are no longer under that title, the CRM is not being used. The Regional offices have excel sheets that some of the offices use to keep track of their own information. All the regional offices are using Idaho Works. At a State Level there is still some training needed for Idaho Works, but it is starting to be used to track this information.

What is the outreach for (OJT Development, Placement, Summer Youth Programs, etc.)?

- Regionally they are also continuing to promote ApprenticeshipIdaho. ApprenticeshipIdaho is using a CRM called Insightly to track their contacts.

Business Outreach is a very important part of what the WIOA Advisory Group does.

Ms. Nielebeck will create a summary of the above reports and send it to the group.

#### **Brainstorm Ideas to Create a Joint Brochure**

This brochure would contain information on all of the programs that are offered through each department. Ms. Secrist has committed that a sample brochure will be created by November 7. Everyone will send Ms. Nielebeck any brochures that they currently have as a starting point for this joint brochure.

Ms. Secrist will reach out to Health and Welfare (Maximus) to ensure they are incorporated into the brochure.

#### **Resources Sharing Agreements**

It is the end of the first quarter. There are amounts/invoices prepared. Ms. Foster will help Ms. Secrist collect the signatures that are still needed.

**Adjourned at 10:30**