



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: February 15, 2018
Time: 11:00 a.m. - 12:30 p.m. (Mountain Time)
Location: Idaho Department of Labor
3 West Conference Room
317 W. Main Street, Boise, ID 83702
Meeting Conducted By: Trent Clark, Chairman

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

Staff: Wendi Secrist, Paige Nielebeck, Carmela Ramirez

Guests: Jessica Beaver-Nelson, Georgia Smith, Craig Shaul

Call to Order at 11:05

Roll call - Quorum was met

Additions to Agenda:

None

Approve Minutes from Jan 11, 2018 Executive Committee Meeting

Discussion: None

Motion by Ms. Swanson to approve as presented. Second by Mr. Young. Motion carried.

Spudnik Application for Workforce Development Training Funds

Ms. Hoehne introduced the recommendation from the Grant Review committee to fund the Spudnik application for \$158,271.25.

Mr. Young asked if scoring matrix could be attached to application summaries.

- Federal & Country UI rates are on the matrix which can't be disclosed; however, the executive committee could review the matrix during in-person meetings and return the matrix to staff.
- Members questioned whether we need to use confidential info to make public grant decisions?
 - The purpose of these grants is to help improve the overall workforce of Idaho. If the people being trained decide to leave the job they have, their skills are transferrable to other Idaho companies. These skills are in demand in many Idaho businesses.



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- Ms. Secrist and Ms. Swanson explained that the WDTF Committee will be taking up review of the entire policy, criteria and process for awarding Workforce Development Training Funds. A review of the matrix should be included.
- Transparency is important if we are going to consider asking for general fund contributions in the future.
- We also need to keep in mind a balance between what companies are comfortable sharing vs. their proprietary information.

Motion by Mr. Young to accept the recommendation to approve the Spudnik application. Second by Ms. Swanson. Motion carried.

IDOL Request to Financially Support Help Wanted Online Subscription

Discussion:

Help Wanted online gives access to real time labor market information. It provides analysis of current job openings. The funding stream IDOL used for that subscription has gone away. The STEM Action Center is willing to provide half of the cost to support the subscription. The Council is being asked to support the other half at \$11,000.

Mr. Shaul shared that it is the only tool we have available to give us real time demand for job listings. Data is available monthly and a report is generated to show in-demand occupations. This is one of the best services out there for this purpose. It also provides us a way to look at which jobs are difficult to fill as it shows how long the job has been posted. IDOL considers jobs that are open for at least 90 days as hard to fill jobs.

- What gaps are in this data source?
 - Craigslist
 - They de-duplicate job postings between websites
- Does this report feed into the State Board's Next Steps website
 - Currently no, this data does not feed into Next Steps. They do use IDOL's projections for occupations. Indirectly it is used to inform employment projections. The data itself is not being pulled into the tool.
- IDOL's Jobscape leverages some of this information. It provides a snapshot of the occupation, but it is allowing people to see real time postings and current job opening and unemployment rates.
- Does this information include salaries and wages offered?
 - It depends on the employer. Some put salary information in the system and some have chosen to put 0 and negotiate. These are just vacancies.

Motion by Ms. Swanson to approve the \$11,000 from the Workforce Development Training Fund Administrative Budget. Second by Mr. Young. Motion carried.



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Strategic Plan Development Discussion

Discussion:

Ms. Secrist provided an overview on the goals for the April 5 meeting in developing an Action Strategy. We won't be creating a full strategic plan, but developing the action items that are needed for the next 6, 12, 18 months. We need to be a nimble and flexible organization and create a culture where we are continually adapting to meet employer needs. Prior to April 5, Ms. Secrist will meet with each council member individually and get their feedback on what is important to them and how they want to engage with the council.

The proposed "structure" for the meeting is:

- Split into 3-4 groups, aligned to the taskforce recommendations, and discuss what new information has come to light that didn't exist when the Task Force developed the short and long-term action items.
- What action items can we check off? What did the Task Force miss? Who needs to be involved?
- Have the groups come up with tangible first steps, prioritize them, and then assign them to committees.
- We want this to be an interactive meeting.
- 21 of our 36 members are brand new to the council.

A question was raised whether the groups follow committee structure? Ms. Secrist shared that they should align pretty well, but by doing this at a higher level than the committee, it will identify whether we have the right committees in place. She suggested the following:

- Governance/Collaboration & Partnerships
- Investments
- Outreach

We need to remember that we are serving at the discretion of the Governor and his direction is to implement the taskforce recommendations. Since we are held accountable to these they should be first on our to-do list. We have to be able to show progress made on these recommendations. However, the Task Force did not necessarily provide the "how" needed for action and the Council needs to refine things.

Members shared ideas from processes used in their organizations when developing critical actions.

- Strategic metrics of how the action item will be measured.
- Ask if this is the best action we can take to do this.
- To prioritize and achieve balance, rate how hard the project is and then how great would it be if we complete the project (how much will it cost, how many people do we need, etc.).

Chairman Clark reflected that is something unique about this entity, we are going to have things on our to-do list that are in our authority, but also have things on our list that we hope things businesses in Idaho will do/want to do. With only 20 private sector members, we do not have authority to speak for all industry. We have a sampling of industry which allows us insight into industry, but no ability to direct them. Monsanto looks at cost, reward, and ability to influence. We need to think about what we can influence.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

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Members discussed how to facilitate the groups. Ms. Secrist will come back with a recommendation based on a draft agenda. All agree that the first group should be "Collaboration & Partnerships".

Logo Review

Chairman Clark shared new options of logos for the WDC. Ms. Smith provided the following recommendations:

- Shrink them down to ensure words can be read when 1 inch x 1 inch
- Don't use grey as part of the abstract state shape – when copied it will not be seen.
- Emphasize the word workforce
- Make sure to use universal fonts

Adjourned at 12:26

Motion by BJ Swanson. Motion carried.