

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
July 20, 2018

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

Staff: Paige Nielebeck

Welcome/Introductions

Ms. McMahan welcomed everyone. Everyone introduced themselves.

Review Agenda

Ms. McMahan briefly went over the discussion topics.

Expectations/Direction from the One-Stop Committee on Universal Intake

Add May 7th action chart.

The WIOA Advisory group has been tasked with working on the Common Systems/Sharing Data. The group will oversee conducting the research and proposes the policy/next steps to the One-Stop Committee. The group has also been tasked with Functional Redesign/Collaborative Triage. This includes identifying best practices, etc.

The One-Stop Committee has asked that the WIOA Advisory Group prepare a proposal for a one-year plan on Universal Intake. This proposal will need to be complete by September. The Committee has given a few suggestions on items they would like to see in the proposal.

Region 6 is using an intake form that gathers basic customer information. It is the very basic first level of information. The form was altered because there was some concern with the language used in the information release. This form is being used on the Labor side and not with the partners. It is part of the paper WIOA application. Region 2 decided not to use the form because there were a few concerns. They are using a combination of 2 different forms instead. The forms that are being used are more of in a draft format currently. Idaho Department of Labor is planning to use these forms once they have a chance to sit down and finalize a process.

The biggest concern is sharing of disability related information. This is the same across all agencies, not specific to just Vocational Rehabilitation.

The group is not aware of other intake forms that are being used, but there are probably other forms being used. Ms. Sharp will inquire with the other Labor Offices to find out what they may be using.

The group will be looking at other states for resources on this process. The group members will reach out to a few.

Review Existing Customer/Agency Feedback on Common Intake

The group asked Health and Welfare to give some feedback on their Common Intake/Customer Feedback process and they felt that their process was not applicable to the WIOA Advisory Group's work.

It is important to make sure when the group is gathering customer and agency feedback that there is a good representation across the board of all types of people/agencies. It is also important to see how people are processing the information. Ms. Pitt will look back on a state-wide assessment that Vocational Rehabilitation conducted to see if there would be any helpful information in the results. Mr. Walsh will also look at an assessment that was conducted at ICBVI for helpful information.

Timeline for Recommendation to One-Stop Committee

The One-Stop Committee has requested that the WIOA Advisory Group comes with a plan to the September meeting.

Ms. Nielebeck will be checking to find out the date of the September One-Stop Committee Meeting.

The group will have a year to work on the plan they present.

At the next meeting the group will put together a calendar for the research that will be conducted over the year. The group will also look at information from other states. Ms. Pitt will do a query from their regions to find out what intake forms they may be using. Mr. Walsh will reach out to region 10 to find out what forms they may have.

Adjourned at 10:00 a.m.