



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, March 8, 2018

Time: 10:00 a.m. – 11:00 a.m.

Location: Teleconference

Call In: 1-720-279-0026

Guest Passcode: 470642

Screen Presentation:

<https://stateofidahowpm.centurylinkccc.com/CenturylinkWeb/WendiSecrist>

Meeting Conducted By: BJ Swanson, Vice Chair

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

Staff: Wendi Secrist, Paige Nielebeck, Carmela Ramirez, Georgia Smith, Rico Barrera, Roy Valdez

Call to Order at 10:01

Roll call - Quorum Met

Additions to Agenda: None

Approve Minutes from February 5, 2018 Executive Committee Meeting

Motion by Mr. Young to approve minutes. Mr. McCray seconds. Motion carried.

Relationship with State Board of Education

Chairman Clark suggested that each executive committee member reach out to a state board member that is in their region. We need to be working very closely with them. We have opportunities to go and brief the State Board of Education when they have their board meetings, but we should also look for other opportunities to proactively cultivate relationships.

Discussion:

- Ms. Swanson: The key to our success on training lies with the State Board of Education. We need to have a good relationship with them.



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

- Ms. Secrist: Maybe we pick the May Executive Committee Meeting to be an in-person meeting and have it coincide with the May State Board of Education meeting to give us an opportunity to collaborate with them.

Code of Conduct Review

Our code of conduct was approved last April. It does tie it to the Workforce Innovation and Opportunity Act. The Department of Commerce also asks their members to sign the code of conduct. Ms. Secrist recommended that we create a code of conduct that blends the existing codes of conduct provided by Commerce and Labor. Ms. Secrist will work on consolidating and adding a signature line.

April 5 WDC Meeting Agenda

- Ms. Secrist briefly discussed the draft agenda and the goals for the April 5 meeting.
- About 4 and a half hours of the day will be dedicated to action planning.
- Sam Wolkenhauer has been recommended to present on the labor market with emphasis on urban and rural differences.
- In these work groups we need to think about what works best for all of Idaho, not just one single area.
- The Council will break into three groups:
 - Developing Collaborative Partnerships
 - Investments
 - Outreach/Filling the Pipeline
- Each executive committee would be there to help move along the discussions and answer questions if the groups get stuck. We also need to ensure that everyone is being included in the discussion.
- Ms. Secrist has put together a document for the groups that gives them a frame of reference, starting point, and objectives.
- Each group would come up with 3-5 big picture actions items that need to be moved forward immediately.
- Then we can look at what materials we need, who is going to be responsible for these action items, and what is going to be the role of government agencies to implement these items.
- We want to come out of this meeting with a clear outline for each of the committees with what their committees are responsible for.
- Action items include approving the minutes from the last meeting as well as the bylaws at the April 5 meeting. There may be a recommendation for a grant that will need to go to the full council.

Questions/Discussion:

In the morning, how are we going to populate the committees?

As Ms. Secrist meets with council members one-on-one she is talking with them about the structure of the April 5 meeting and finding out which breakout groups they would like to be in. Creating a sense of ownership and tapping into what the council members are passionate about is important.



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Workforce Development Training Fund for Business Recruitment/Expansion Projects

In the past when there was an economic expansion project the director of the Idaho Department of Labor would send a commitment letter to the business. With the new structure, we need to think about a process for being able to respond to those requests. The Department of Commerce has a pre-application and a full application for TRI. We only have a full application.

- We could put something in place to have a pre-application and then run the applications through the scoring matrix.
- Ms. Secrist would prefer not to have the sole responsibility fall to the Council's Executive Director to approve these commitment letters.
- We could use the existing Grant Review Committee to review these letters
- We could also use the Executive Committee to do the pre-approval letters. Once the application has been scored it would then be sent to the Executive Committee to be reviewed.

Discussion:

- We must be aware of open meeting laws if we are going to have the Executive Committee approve these letters. It puts a time constraint on the committee. It might be better to delegate this authority to 2 or 3 executive committee members. We need to remain transparent.

Mr. Young made a motion for Ms. Secrist to put together a list of criteria that a pre-approval letter would be based on and come back with a recommendation for the executive committee to authorize the chair/vice chair and another committee member to approve those pre-approval letters. Second by Mr. McCray. Motion carried.

- Wendi will bring the proposal to the committee by April.

In our bylaws we do not call out all the committees by name, but we do list a few by name. The Workforce Development Training Fund Committee name is a little narrow for the work we are starting to do. What are the thoughts of changing the name to the Workforce Development Policy Committee? If there are no objections to that, Ms. Secrist will make the changes in the bylaws to be presented to the full council.

Update on WIOA One-Stop Operator Procurement

Ms. Secrist presented an update on the WIOA One-Stop Operator Procurement to the Idaho Department of Labor.

- In April 2017 the council formally adopted the One-Stop Operator Procurement. US Department of Labor did a monitoring in late summer and issued a letter to Idaho saying they do not think we have met our state procurement policies.
- By the end of the week, Idaho Department of Labor is going to respond to them with evidence showing that we met all the criteria. The response will say our process was transparent and we followed the State procurement process.
- If the US Department of Labor comes back still saying that we did not meet the criteria, the council will have to do a procurement process again.
- Mr. Valdez will provide a copy of the letter and the packet that will be sent to US Department of Labor.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Review Final Logo

Ms. Secrist discussed the different logo options. Ms. Smith and Ms. Secrist will get together and discuss the colors of the logo. The committee has agreed that the bottom right logo is the favored option.

The next meeting will be on April 12, 2018 from 10:00 a.m. to 11:00 a.m. Mountain Time. It will be a good opportunity to review what was discussed in the work groups at the April 5 meeting\.

Adjourn 10:45

Motion by BJ Swanson to Adjourn. Second by Jeff McCray. Motion carried.