

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

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: Wendi Secrist, Paige Nielebeck

Welcome

Everyone introduced themselves to the group.

Review Agenda

Ms. Secrist briefly went over the agenda.

Action Item Reports

Mr. Markve says it appears that their regions 4 & 6 seem to be using different intake forms.

A concern is that too much personal information is being asked on a personal intake form. There is concern about the question of where they completed their last grade. Adult Education does break down their data according to U.S. and non-U.S. It is helpful in that aspect. ICBVI fits under other on referring agency. This is the same for CSEP. Both of these agencies will need to be added to the referring agency list. What does the statement above the signature line mean by stating "data sharing with all WIOA partners." Who are the partners? There is concern that too much personal data is being collected and then being shared with an unspecified group.

Ms. Gallegos has provided a copy of the common intake form all her regions use. All the regions are using the same form. It will be sent out to the group.

CSEP must indicate whether the person is a U.S. Citizen because they place their applicants in work activities.

The GED intake form aligns the demographics with the WIOA state performance report. Something to take in consideration for the other intake forms.

Veterans and Older Workers need to be added to the demographic list.

The living area question can be removed off of the list since the ZIP code is already collected. Behind the scenes the agencies can determine if the ZIP code falls in an urban or rural area.

The form is currently asking for a Social Security Number which should be removed off the form.

CSEP does document what other public assistance the person is receiving. Having a comprehensive list of those services is beneficial.

Is the idea to have one database that has all the information in it and is available for everyone to use?

- There is not a predetermined idea of what that would look like. The idea is to figure out how to best serve our customers. The group is looking at what information is being asked on the common intake forms and then how to streamline the process of getting this information. This may not necessarily take shape in the form of a statewide database. It could be that the group concludes that in the long-term pursuing a statewide system would be useful.

There are a few ways that the forms could be more streamlined.

Mr. Barrera reached out to the Federal Resources Officer. They do not have a common intake form. They have an online application process that all the partners participate in. They built an in-house electronic registration system. Because of this system it is not practical to have a paper form.

Ms. Secrist added notes to the sample form and will send them out to the group.

WIOA Co-enrollment Cohort Webinar

Mr. Markve reported out on the Co-enrollment Cohort Webinar that he attended.

7 state teams reported out on their co-enrollment activities. Mr. Markve looked at Kentucky's action plan to look for resources to use in Idaho. He said it was a very interesting and useful webinar. There are bits and pieces of each of the 7 state's action plans that could apply to Idaho. The group can look at common themes within all these action plans and then looking at the actual activities that they are planning and the timelines they have set.

The webinar has been recorded and is available to anyone who wants to watch it.

Ms. Secrist likes Pennsylvania's State Organization and Infrastructure Structure statement.

An action step forward would be to get an idea of co-enrollment numbers.

Kentucky is a great resource to use as a model for Idaho's programs.

Please see attached presentation and resources.

Common Intake Project Charter

Ms. Secrist went over the Project Charter/Business Case that Ms. McMahan put together for the group.

The group made changes to the Charter and the Project Plan.

Project Charter/Business Case Changes:

- Under Project Objectives, the plan has been changed to be a plan for the next 3-5 years.
- Under Key Outputs/Deliverables, the group added the following language: "Draft a recommendation for Idaho to implement over the next 5 years."
- Under Project Scope, the group changed the excludes language to: "directing agencies to change management information systems."
- Under Methodology/ Approach: the language now includes review of data to identify existing co-enrollment among programs.

Project Plan Changes:

- The group added an item to evaluate the existing co-enrollments among partners

The group prioritized the deliverables and assigned responsibilities to each WIOA Advisory Group Member.

Please see attached Project Charter and Project Plan.

The data group needs to be asked how the data is recorded when a program recommends someone to another program but is not considered co-enrolled. They may still be part of a program but are not considered co-enrolled (e.g. VR recommends people to the CSEP program, but they do not completely leave the VR program. They are not considered being co-enrolled in both programs). How is co-enrollment defined?

Adjourned at 10:35