



## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Workforce Development Policy Committee Meeting Minutes

**Date:** April 23, 2018  
**Time:** 9:00 am – 10:00 am (Mountain Time)  
**Location:** Idaho Department of Labor  
3 West Conference Room  
317 W. Main Street, Boise, ID 83702  
**Meeting Conducted By:** BJ Swanson, Committee Chairman

**Attendees:** BJ Swanson, Bert Glandon, Jake Reynolds, Joe Maloney, Marie Price, Christi Reed, Roy Valdez, Angela Robinson, Jessica Beaver-Nelson, Adrian San Miguel, Cheryl Foster, Linda Clark, Georgia Smith, Jason Hudson, Jill Kleist

**Staff:** Wendi Secrist, Paige Nielebeck, Matthew Thomsen, Carmela Ramirez,

**Call to Order at 10:01 am**

#### Roll call

Additions to Agenda: No changes

#### Approved minutes from February 15 and March 14, 2018.

Motion by Ms. Price and second by Mr. Valdez. Motion carried

#### Review final draft – Eligible Training Provider Policy

Ms. Secrist provided an overview of the changes made to the Eligible Training Provider Policy.

- Policy will be updated again once performance date is available. That will likely be 2020 or 2021.
- Cleaned up language on "Not considered occupational skills training". Clarification was provided as there was confusion in the field.
- Removed Idaho Transition Policy
- Alternate Criteria for WIOA training providers separated into initial and continuing eligibility sections.
- Changing Program Criteria (update every July)
- Exceptions:
  - USDOL Registered Apprenticeships Programs: Making sure it is clear in this section.
  - Public postsecondary academy programs.
  - Out-of-State Providers: Every state is required to have this process.
- Denial or Termination of Eligibility Training Provider Status



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- Appendix A - Occupations in Demand
  - No changes as this will stay in place until updated in July.
- Appendix B – When final policy is established in 2020 or 2021 we will use similar criteria in to this section
- Appendix C – placeholder for Idaho guidance on the definitions of Measurable Skills Gain and Credentials

### Questions and Comments on Eligible Training Provider Policy

Will committee approve for the occupations in demand?

- Yes. Every July this will be reviewed. Wage information is updated annually and projections are updated every other year.

Can someone petition for something not on the list?

- Yes, the Committee can entertain requests on an ad-hoc basis. When we update Appendix A, we can add something to petition the addition of an approved training provider based on the employers need. We will need to address/streamline the process.
- Consider keeping the process for this consistent. Rather than having the provider complete the full application, have the Committee approve the occupation first.

Ms. Secrist suggested that this be sent to the One-Stop Committee for review prior to it being sent to the full Council for approval.

Motion by Mr. Valdez to send the final-draft policy to the One-Stop Committee. Second by Ms. Price. Motion carried.

### Brainstorm desired metrics for WDTF Grants

Ms. Price shared a grantee's perspective on the current metrics that are reported by recipient which includes: total cost, cost per participant, wage gain incumbent, number of new employees, how is company using funds, certificates, certifications, skills stack badges

Ms. Secrist asked the committee their thoughts on whether WDTF go towards soft skills or similar training?

Soft skill training has been funded in the past although it was integrated into other internal training. In addition, it has been approved as part of Micro Grants.

A question was asked about auditing the types of certifications or trainings provided through the grants. No one believes that they've been collected across individual grants for analysis. Perhaps we could evaluate similar to eligible training providers and identify certifications that we want to encourage.

The committee discussed whether there needs to be consistent metrics across all grants or if there should be different ways to measure based on the grant and what we are trying to accomplish. It is important that we set

C.L. "BUTCH" OTTER  
GOVERNOR



Trent Clark  
*Chair*

B. J. Swanson  
*Vice Chair*

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expectations on what the outcomes are for the training. Sometimes this may just be participation if we are funding activities under the outreach and communications initiatives.

Members expressed that with Micro Grants we need to be cautious about burdening applicants with data gathering. Gathering social security numbers, especially when K-12 students are involved could be a barrier to participation. This topic will continue to be discussed as the evaluation report is shared with the committee.

### **Stakeholder Input Process**

A continuous improvement process needs to be conducted from start to finish for the WDTF Grants.

- Need to talk to employers who have participated;
- Need to talk to education institutions who have participated in WDTF Grants;
- Need feedback from Department of Labor staff who have been involved in the facilitation of grants(RBS's), and the communication and research team.

Ms. Secrist recommended that we do some directed outreach to stakeholders. Some have had more challenges than others and while we need to discuss the process with them, we should also conduct some random outreach. An electronic survey could be used for this effort. Staff can develop questions and the committee can review and refine the survey. Staff will send via email before next meeting.

Chairman Swanson requested a motion to adjourn. Mr. Valdez made the motion and the committee agreed to adjourn by unanimous consent.

Adjourn: 9:57am MST