

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Trent Clark**  
*Chair*

**B. J. Swanson**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **WIOA Advisory Group Meeting Minutes May 17, 2019**

**Attendees:** Connie Gardner, Laurel McMahan, Mike Walsh, Christine Miller, Pat O'Sullivan, Nanna Hanchett, Andrew \_\_\_\_\_, Theresa Pitt, Matt Markve, Cheryl Foster, Kristyn Carr

**Staff:** Matthew Thomsen, Wendi Secrist, Amanda Ames

#### **Welcome**

#### **Review Agenda**

Ms. Secrist went over the agenda

#### **Process for Business Outreach**

Mr. Thomsen reviewed the monthly spreadsheets and how we'd like to receive those by the end of the month. We'd like to have everyone consider using Insightly as a shared platform.

Ms. Hanchett asked, "Who is this (Insightly) for?"

Ms. Secrist explained the data we are looking for and who will be able to use that data via Insightly. Taking the common elements that everyone uses and allowing all to be more coordinated as a group. This is for business services for the purpose of the one-stop system. It's the first step. There are four elements(?) 1. Common intake form 2. Training 3. Functional redesign/collaborative triage 4. System based collaborative business outreach. We'd like to truly look at co-enrollment around the state between all the agencies. None of the partners need to create anything new, they are already collecting it. This endeavor is to put all that data in one place for access.

Ms. Hanchett asks - How many people would be accessing across the agencies? Does this change? Ms. Carr - Ideally everyone would have access.

Ms. Secrist reiterated that nothing would change at this point. We still would receive the monthly spreadsheets and enter that info into share point.

Mr. Thomsen gave an overview of Insightly and discussed the information that is currently there and how it can be used by the partners.

Ms. Hanchett- How does this work in terms of keeping it fresh and up to date?

Mr. Thomsen remarked that we don't have that information at this point.

Ms. Secrist explained that some partners require their teams to update as a consistent point of communication statewide. At this point it's an information gathering tool, but we are moving toward using it as the overall system.

Ms. Hanchett - would like to see the group evaluate the usefulness together to see if its feasible to launch this in a bigger effort and how additional staff would be trained.

### **WIOA State Plan Process**

Ms. Secrist gave a brief overview of the State Plan timeline. She discussed next steps and the agencies interested in participating in the public input sessions, and the framework for those sessions.

### **WDC Strategic Plan Input on Strategies**

Ms. Secrist discussed the plan and schedule for the public input process, remarking that it's extremely important to make sure we visit and listen to the most rural communities as to how we can serve them better. These sessions would be a facilitated process for input that would last about an hour. The one thing these will not be, is about what services are currently offered and what we already do. The desire is to be listeners! And to hear what it is that the communities need.

Ms. Hanchett remarked that a good way to keep these sessions from becoming program-centric is to not have program staff attend.

Ms. Hanchett - What is the specific intent? Is the idea just to take the input? Or to have a detailed discussion? That depends on what staff will attend and to what level they would need to be engaged.

Ms. Pitt mentioned that this could be a great way for the different agencies to learn how these areas are underserved and could be used as a strategy tool for each agency.

Ms. Secrist talked about the best way to push out the public notices: ED offices, the Library Commission, Health & Welfare, elected officials etc.

Ms. Secrist said next steps will be to discuss the potential dates and locations. She will send an email and want feedback within the next 2 weeks. At the next meeting the group will nail things down further.

### **State Wage Interchange System**

Ms. Carr discussed that she's new to this role in the group and needs an update on how much the group knows about SWIS.

Mr. Markve filled her in and let her know that the group is ready to get it signed and move forward.

Ms. Hanchett and Ms. Pitt mentioned that Vocational Rehab has had good success working with Health and Welfare and the Social Security exchange.

The group discussed how their programs would like to access and retrieve information from the system etc. and what staff capacity would be involved.

### **Adjourn**

Meeting adjourned at 10:30am

DRAFT