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WORKFORCE DEVELOPMENT COUNCIL

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WIOA Advisory Group Meeting Minutes February 15, 2019

Attendees: Sarah Buenrostro, Pat O'Sullivan, Laurel McMahan, Loni Hanka, Cruz Gallegos, Mike Walsh

Staff: Matthew Thomsen, Paige Nielebeck, Wendi Secrist

Welcome

Review Agenda

Ms. McMahan briefly went over the agenda.

WIOA Performance Reporting & Co-Enrollment Schedule Review

Ms. Secrist went over the WIOA Performance Reporting & Co-Enrollment Schedule. The goal of the schedule is to help automate the data processes and get everyone on the same data reporting schedule. Please see attached document.

Ms. Secrist and Ms. Gallegos will work through a few issues with Adult Education Data reporting.

Do we want to do a test run using all of PY17 or using Q1 and Q2 of PY18?

- The group would like to use the first two quarters of PY18

The group feels that this seems doable, but it will need to be tested to make sure it will work for everyone. To make this process work there will be some tweaking of the performance data because US DOL updated the fields. We are going to track this project closely. Ms. Nielebeck will be responsible for tracking the progress that each agency is making on the steps. We will know by May 10 to see if this is a solid process and if not, we can trouble shoot.

Joint Brochure Update

At the January 10 joint WIOA Advisory and One-Stop Committee meeting we looked at two brochures and received a lot of feedback on it. There was a lot of discussion of it not having enough information. etc. The purpose of the brochure is to grab someone's attention and show

them who they contact about services. It is not meant to describe all of the agencies, their purpose, all of their services, etc. This brochure can be changed according to region. Adult Education is not on the document because they do not offer hiring services. They should be included on the job seeker document.

The Economic Development Professionals are the ones who will be using this document. It is not intended to be placed in each of the agencies' local offices. Another place the brochures could be distributed is to the legislature. They can hand them out to their constituents.

Ms. Secrist would like to take this back to the One-Stop Committee to reiterate what the purpose of this document is and push for the use of this document. Is the group comfortable with this?

- It is important to have a specific callout for veterans' services (header). All of the entities work with veterans. Do this on both brochures.
- It has been requested to tweak the language that is on the front of the document.
- Add something to encourage them to look at the back.
- It would be a good idea to include the libraries, etc. to help distribute these brochures.

The minor edits will be made, and Ms. Nielebeck will reach out to the members of the group to gather regional contact information.

Business Services: Plan for Training & Information Sharing

Last time we talked about what each entity is doing for business services and how they were tracking that information. Some people used spreadsheets, CRMs, databases, etc. Today we wanted to discuss a few ideas of places where all this information could be housed that allows other to access it.

This could start as small as creating a share point site for business outreach. All our partners could access it. We could have a spreadsheet that collects data (tiny amount or big amount) of the outreach efforts that are going on.

Another option is the WDC uses a CRM for the ApprenticeshipIdaho initiative where they can track company interactions. This may be a step further down the road.

Where does the group want to start?

- Vocational Rehab is currently putting their information into their Awareness program. Andrew and Teresa have been working on this project. They could possibly upload a monthly report from their system.
 - It would be helpful to have VR and ICBVI migrate their information together into one VR report.
- This will help to avoid duplicate visits.
- It seems for the most part that employers are coming to Adult Ed seeking out services. CWI has been doing a lot of outreach for their programs. Ms. Gallegos would be able to

collect information on the relationships that are being created and she could report them back.

- Maximus is working on some system enhancements to create their own database. They will have something in the future for data sharing. They will have a good tool to share that data. Right now, they are using excel documents per region of Idaho. Ms. Buenrostro can find out the process of how they engage with employers. They have 4 outreach coordinators who work on these projects. These coordinators would need access to the shared data space.
- Labor can generate a report from Idaho Works and export it into a spreadsheet.
- The Aging Commission has an Ad Hoc approach currently. They are working on stepping up efforts on business outreach. They do not have any formal reporting currently. There are currently 3 people doing this outreach. They could consolidate what they report up to the board and use that to report into the database.
- It would be useful to know what kind of information would go into the database.
 - It would be good for the group to see what each entity is currently tracking and then work towards a more uniform report.

Each WIOA Group member has been asked to send Ms. Nielebeck a report from their database to the next meeting so we can review what data each agency collects.

Adjourned at 10:21