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## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

### WIOA Advisory Group Meeting Minutes

April 19, 2019

**Attendees:** Teresa Pitt, Mike Walsh, Cruz Gallegos, Laurel McMahan, Andrew, Pat O'Sullivan, Shannon Brady

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

#### Welcome

#### Review Agenda

Ms. McMahan went over the agenda.

#### WIOA State Plan Process

Ms. Secrist went over a WIOA State Plan timeline. Please see attached document.

We want to use our WIOA State Planning Process to drive our Procurement process. At the April Full Council meeting the Council approved a policy that tells us how to choose the **WIOA Service 1 A providers**. We will be competitively procuring all of the contracts. We want to open up the State planning process in May. In November and December we will work on an RFP for our WIOA Service Provider and get them started in 2020. Our state plan will also be due in 2020. Once the state plan has been approved we will start the RFP process for the adult, youth, and dislocated worker programs.

Ms. Secrist also shared the table of contents from the last state plan. Please see attached document.

It is important to ensure that the state plan can be read by anyone (not using too much government speak).

Ms. Secrist shared the high-level strategies that the Council created at the April Council meeting. Please see attached document.

These strategies will be used as a foundation for the state plan.

Starting in July through September we will begin traveling to the different regions to get public input on the plan. We want to ensure that rural Idaho has a voice in this process. We would conduct 3 sessions in each region (1 in the main urban area and then 2 in the rural areas).

- Who would be going to facilitate these sessions?
  - Council staff would take care of the logistics and the master plan of where we are going to get input.
  - As a group along with the One-stop Committee is develop the template for those public input sessions.
  - There would be a WDC Staff member at each of the sessions to help facilitate.
  - Each of the partners could then choose who they would like to attend each session (local or state staff).
  - We would want a good cross section of people who are invited to these sessions (elected officials, users, etc.).
  - We would work with everyone to find a travel schedule that works for everyone.
  - Not all regions may need 3 sessions.
  - At the sessions it would make sense that each agency has someone there to talk about what they do and what kind of feedback is important to them.
  - We should look at the local economy of the communities before choosing where we go.
    - A labor economist could do a presentation at the start of each session.
  - The questions should be consistent for each region. We want diversity as well in the sessions.
  - We need to have reasonable accommodations available at each session (sign language interpreters, etc.).

The group likes this idea but thinks that shorter sessions would be beneficial. Ms. Secrist and the staff will work on further developing this plan. At the next meeting the staff will present a sample map of what areas we might want to visit. Ms. Secrist and Ms. McMahan will also work on a draft framework of how we want the sessions to be laid out.

### **Joint Brochure Update**

Ms. Secrist went over the sample that had some changes made. See attached flyers.

Ms. Secrist presented this information to the Idaho Economic Development Association. We are housing this information in SharePoint to ensure that all of the regional information is in one place.

The group is comfortable with how the brochure looks.

Ms. Nielebeck will add in the regional information and finalize it with S360.

### **Review Data Structure for Employer Contacts**

At the last meeting each agency share the Employer contact information that they collect. Ms. Secrist and Mr. Thomsen worked together to find the common information that the agencies collect. Please see attached document.

The group has asked that the notes field be taken off of the document. Not all notes should be accessible to everyone. A lot of times the notes are just for the person who is working with the customer.

The group has been asked to have their first spreadsheet ready by June 1. Spreadsheets will be sent to Ms. Nielebeck. The group has also asked that Ms. Secrist write some guidance for the staff so they know what needs to be included in the data.

### **Co-Enrollment Data Availability**

We had a test conducted and it has been successful. Labor now has all the information they need to look at co-enrollment. At the May meeting we are hoping to have the first report to look at.

A debrief will be done in the middle of May to get feedback from the agency partners and educational institutions on how they felt the process went.

### **What's Next**

The state plan will be taking up a majority of our time. Ms. Secrist and Ms. McMahan will be coming up with some other topics to work on while we are going through the state planning process.

**Adjourned at 10:31 am**