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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **WIOA Advisory Group Meeting Minutes March 15, 2019**

**Attendees:** Laurel McMahan, Rico Barrera, Pat O'Sullivan, Loni Henke, Mike Walsh, Matt Markve, Cruz Gallegos, Nanna Hanchett

**Staff:** Wendi Secrist, Paige Nielebeck

#### **Welcome**

#### **Review Agenda**

Ms. McMahan briefly went over the agenda.

#### **Brochure Update**

Ms. Secrist went over a draft of the flyer with the group. Please see attached draft flyer.

The colorful header on the back of the page will be removed to allow more room for the text and logos.

It was requested that the text be made black for the contact info and the description of the agency. It has also been requested that "For more information contact" only be stated once on the page. It would be helpful to diminish some of the white space on the sides.

There were a few other edits requested at the last meeting that will be added to the flyer.

Ms. Nielebeck will send out an excel spreadsheet to the group asking for regional contact information.

#### **Business Outreach Contact Info**

We want to think about what out of these reports would be helpful to share with other agencies.

#### **ICBVI**

ICBVI uses a spreadsheet to keep track of their information. Each region is using the spreadsheet to record the information. They have 3 individuals that make the business contacts. They keep track of 5 main things.

1. WBLE
2. OJT
3. Education/Training
4. WOTC
5. Eval/Assessment
6. Other

They do this by region and submit it quarterly or when it is requested. They compile this information as they go. Eventually it will be integrated into their case management system.

### **Labor**

The use a Employer Contact report. This report comes out of AJLA. It lists company, contact date, re-contact date, and reason. There are general notes that can be exported out of the system. They would typically list in the contact notes who they spoke with at the company.

### **Vocational Rehabilitation**

The VR report lists start date, end date, staff name, employer name, employer service, employer service comments, and location information.

### **Labor Region 6**

Region 6 is using a spreadsheet to track the information. They keep a log of ES and WIOA visits, as well as, new business contacts. If they visit a business that they have visited before, they keep track of that information as well. The list of businesses would be the same in IdahoWorks, but the level of detail would be different. This is something that Region 6 set up. The other regions do not use the same system. We need to go to the other regions and see what information they are collecting.

### **Experience Works**

They keep a basic spreadsheet of information. They currently do not have a comments field for their report.

### **GED**

They keep basic information.

It would be useful to have a list of employers by region and city. Labor does have Help Wanted Online that takes all of the job postings from the national boards and from employer websites. Labor uses that to augment the in-demand occupations. Ms. Secrist will talk with Craig Nolte about compiling a list of businesses from Help Wanted Online. We would then in addition have the business lists from the reports that each agency has provided.

### **Access to Business Outreach Efforts – SharePoint, Trello**

Ms. Secrist showed the WDC SharePoint site.

The idea is to create a portion of the WDC site, separate from the Council stuff, that would house the Business Engagement information. Each WIOA partner would have access to the site and be able to enter their business engagements into the system. Then they would be able to filter and find businesses and see who has been in contact with who. The only purpose of this right now is to have a little bit of visibility.

This would be helpful because each agency goes to businesses for different reasons. If they are able to list a reason why the businesses were visited, then that would help all the agencies not feel like they are stepping on each other's toes.

We would not require any agency to change their reporting right now. The information that is collected currently will be uploaded into the system. This could help us develop a common report that everyone could use. There is enough commonality here that we could pull it into one report and then we can work from there.

It is important to ensure that the information that is being input into the system is helpful to everyone. It should be descriptive enough to ensure that other agencies are able to find the person that they might need to contact.

This will be published for the use of the partners. It will not be open to the public.

Excel can be imported into the system, but there may be one level of organization that the WDC Staff could help with.

### **State Plan**

We are going to open up the State Plan in late April or early May. We have to do a complete new 4-year State Plan. It will be due late 2020.

We need to envision what we want our system to look like moving forward because we are going to have to go through some procurement processes and develop RFP's. The Council is starting strategic planning in April. We expect to come out of the April meeting with high level strategies under the goals set by the Governor. These goals will need to be integrated into the plan. We want to do some focus groups and regional listening sessions. We want to gather feedback from our stakeholders across the state. The focus groups will touch on every agency.

The WDC Staff is going to come up with a plan of how to get through this process. We do not feel that the WIOA Advisory Group will need to meet weekly since we are starting the process so early.

We are going to invite TANIF and Perkins to be part of the combined plan. If they agree Ms. Secrist would take this decision to the Governor.

The WIOA Advisory Group would be primarily responsible for the plan and taking the responsibility of presenting it to the One-Stop Committee and the full Council. The people in the WIOA Advisory Group are the ones who are closest to the interactions with the public and there is great value in using them to help with the plan.

It has been requested that a schedule be created and sent out to the group of this process.

There are certain sections that may need to just be updated and not completely redo.

What are some of the things we want to achieve as part of this planning process?

- It is important to ensure that the plan speaks to the partners as a collective and that no part of the plan seems segregated.

**Adjourned at 10:36 AM**