

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Trent Clark**  
Chair

**B. J. Swanson**  
Vice Chair

## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Workforce Development Policy Committee Meeting Minutes

**Date:** Monday, July 8, 2019  
**Time:** 1:00 pm – 2:00 pm (Mountain Time)

**Meeting Conducted By:** B.J. Swanson, Committee Chairman

**Committee Members:** BJ Swanson, Kelly Kolb, ~~Jason Hudson~~, Marie Price, Jake Reynolds, ~~Christi Reed~~, ~~Todd Schwarz~~, John Smith, ~~Scott Syme~~, Lori Wolff

**Staff:** Wendi Secrist, Paige Nielebeck, Matt Thomsen, Caty Solace, Shannon Andrade

**Call to Order at 1:04 PM**

**Roll Call** – quorum met

#### Review Agenda

No additions to the agenda.

#### Finalize Objectives Under the Council's Strategies

Connection to Word Doc	What we might commit to doing	How we could measure "success"
Pink highlighted items appear to be related to policies, both internal to the Council and external in how we support our partners.	Develop a mechanism to proactively identify and support policies that move the goals of the Council forward.	1. Committee delivers a recommendation to the Council that: <ul style="list-style-type: none"><li>a. Defines parameters for policy recommendations (i.e. what kind of policies are within scope of the Council?).</li><li>b. Describes process by which recommendations are brought forward and considered by the Council.</li></ul>



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### Discussion:

- These are things that we have been talking about for the past year. The other items are important, but the things that are in pink are something to really focus on. They are going to drive the work of the Committee for the next year.
- What challenges might occur in developing the process for policy recommendations?
  - There may not necessarily be challenges, but the Committee is going to need to work to identify if policy should be supported by the Council. It should not be staff identifying what needs to be supported, it should be by a Committee.
  - This would be related to the mission and the vision of the Council and the goals that the Governor has set for us.
  - We must ensure that the process is simple when being brought to the Full Council and the Legislators. We also need to ensure that the entire Council is supportive of the Policy and they can speak to the policies and why we are supportive of them.
  - The process needs to be timely and efficient.

Orange highlighted items appear to be related to the gathering of data and/or use of data for decision making.

*A few of these items are already underway:*

- *We produce an annual report and evaluation of the WDTF. If the committee wants to adapt the data elements, we can do so.*
- *We contract with the Department of Labor to track outcomes for the WDTF and provide us with other data and analysis we need for decision-making. We can define additional*

*The Grant Review Committee is proposing the following:*

- 1. Develop tools to better evaluate grant proposals in the context of the local and state labor market. Integrate into scoring rubrics.*
- 2. Develop interactive tools to project future workforce needs around skills and occupations and design an investment strategy that is future focused.*

Are there other objectives that the Policy Committee would like to take the lead on?

Commissioner Smith suggested: Identify data needed for decision making and determine how the Council can access and analyze the information.

- 1. Target date - June 30, 2020.*

- 2. Investment strategy proposed to Council at April 2020 meeting. Tools available to stakeholders by June 30, 2020.*

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<i>information we would like them to provide.</i>		
<p>Discussion:</p> <ul style="list-style-type: none"><li>• This overlaps with the Grant Review Committee. We are setting the policies that the Grant Review Committee has to follow. The Grant Review Committee would like as much direction as possible for making their decisions. The Grant Review Committee has expressed that they would like to use some of the Labor market information to make decisions on specific grants, but this can be written into their rubrics.</li><li>• We could look at what other resources are available that we could tap into that are more future focused. It would be helpful that we have current and accurate data. There always seems to be a lag in the information. They are only required to update projections annually. This is leaving a gap.</li><li>• We need to define what it is that we want in data. Then we can go out and identify where those things can come from and who can best provide the analysis for us.</li><li>• We need to ask ourselves if we are making decisions that are benefitting everyone (are people learning outdated skills or are they learning skills that can be used in the future).</li><li>• We need real-time labor market data.</li></ul>		
Green highlighted objectives appear to be related to the WDC developing specific initiatives or projects that we want to fund and soliciting applications for them to invest in the WDTF.	<p><i>This is somewhat related to the Grant Review Committee's #2 above. Perhaps this could be a joint effort between the committee's? The Grant Review committee has the "insight" into what we are currently funding and ideas on what they'd like to see more of.</i></p> <p><i>Regardless of who does the work of developing an investment strategy, the Policy Committee will need to ensure that the WDFT policy aligns.</i></p>	
<p>Discussion:</p> <ul style="list-style-type: none"><li>• This is very similar to the one above. We do not really need a separate objective for this item if we are doing the work for the objective above. It is integrated into that work.</li></ul>		

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<p>Blue highlighted objectives appear to be related to outreach specifically around WDC and WDFT activities.</p> <p><i>There is some work underway to engage local economic development professionals that could be wrapped into an objective.</i></p>	<p>Develop an outreach strategy for the WDFT that includes:</p> <ul style="list-style-type: none"><li>• Leveraging local/regional stakeholders,</li><li>• Recognition of best practices, and</li><li>• Training for prospective grantees.</li></ul>	<ol style="list-style-type: none"><li>1. Outreach plan developed by October 31, 2019.</li><li>2. Resources (if needed), requested from the Outreach Committee by December 31, 2019.</li><li>3. Plan implemented starting in January 2020.</li></ol>
<p>Discussion:</p> <ul style="list-style-type: none"><li>• A few committees have already gone through this process and it has been a fairly easy process.</li><li>• The Committee is very supportive of creating and Outreach plan for the Training Fund.</li></ul>		
<p>Yellow highlighted objectives appear to be related to the general "marketing" goals of the WDC.</p>	<p><i>These items can be referred to the Outreach Committee to integrate into their work.</i></p>	

A lot of these items are very broad and will need to be narrowed down to more manageable objectives. However, they provide a good direction for the committee's work over the coming year and should be presented to the full Council next week.

**Meeting adjourned at 1:49 PM**