

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

## WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, Idaho 83702

**Date:** Thursday October 3, 2024  
**Time:** 2:00 – 3:00 PM  
**Location:** Zoom/In-Person  
514 W Jefferson St, Boise, ID 83702  
Suite 136  
<https://us06web.zoom.us/j/83124674306?pwd=cGFBWkc2ck5TQ0ozZXFPTHg5UGdsQT09>  
Meeting ID: 831 2467 4306  
Passcode: 201312

### WIOA Advisory Group Meeting Notes

**Attendees:** Sarah Nash (IDOL), Aaron Tuckett (IDOL), Matt Markve (IDVR), Sharon Kierulf (Easterseals-Goodwill), Kristin Matthews (DHW), Dave Hanchett (IDOL), Mike Walsh (ICBVI); David Shakespear (Job-Corps); Deb Matiska (Easterseals-Goodwill); Kellye Sharp (IDOL); Trevi Hardy (CTE), Rico Barrera (IDOL), Summer MacDonald (IDOL), Nick Jorgensen (ICBVI), Jacqueline Simpkins (DHW); Brandi Waselewski, ID Commission on Aging

**Guests:** Stephanie Bailey-White, Idaho Commission for Libraries, Deborah Chouinard

**Staff:** Denise Hill, Elaine Zabriskie, Wendi Secrist

#### Welcome

Sarah Nash

#### Idaho Commission for Libraries Update

Stephanie Bailey-White

- DAAI Plan
  - Vision
    - Digital literacy, cybersecurity, and technical support
    - Public services and support
    - Affordable broadband and devices
  - 5 goals
    - Increase adoption and affordability of **broadband** technology.
    - Improve **online accessibility** and inclusivity of public resources services.

A proud partner of the  network

- Increase **digital skills**.
  - Spread awareness of **cybersecurity** and online privacy.
  - Increase the availability and affordability of **devices and technical support**.
- Process
  - The Digital Access for All Idahoans (DAAI) Plan is funded by the Infrastructure Investment and Jobs Act (IIJA). Each state developed a digital access plan and is now working to ensure every American can use reliable high-speed internet. Idaho received:
    - \$564,706 for planning
    - \$6,305,226 for the initial allotment
- Programs
  - Connecting Communities – 10-50 Windows laptops for covered populations
  - Subgrants - \$10,000-\$150,000 for eligible entities to do digital access
  - Tech Refresh – 5-50 Windows desktops and laptops for libraries
- Covered Population – 76% of Idahoans
  - **Low-income** households
  - **Aging** individuals
  - **Incarcerated** individuals
  - **Veterans**
  - Individuals with **disabilities**
  - Individuals with a **language barrier**
  - Members of a **racial or ethnic minority**
  - Those with **low literacy levels**
  - Reside in a **rural area**
- Digital Access Outcomes
  - Economic and workforce development
  - Educational
  - Health
  - Civic and social engagement
  - Delivery of other essential services
- Digital Access Barriers
  - **Device** affordability
  - **Digital skills** gaps
  - **Economic disparities** felt by Tribal communities
  - **English-only** content
  - **External trust** is low among Tribal communities
  - Dissatisfaction with **government websites**
  - Reliance on **public internet access**
  - **Internet affordability**
  - Less likely to seek **information online**
  - Limitations in **digital literacy and device training**
  - Website and content **accessibility**
- Digital Access Objectives
  - Teach Idahoans to compare **internet plans**.
  - Increase the number of incarcerated individuals earning **digital skills certifications**.
  - Increase **digital skills** confidence.
  - Decrease the **fear of the internet**.
  - Increase **cybersecurity** confidence.

- Decrease the number of Idahoans having a **device they couldn't fix**.
- Achieve **digital navigators** serving 7,000 customers annually.
- Maintain high customer service satisfaction for **digital navigators**.
- Increase **device** ownership.
- Provide new or refurbished **devices**.
- Monetary Subgrants
  - Overview
    - Expand **broadband adoption, digital skills, cybersecurity**, and access to **technical support and devices**.
    - Awards ranging from **\$10,000 to \$150,000**.
    - Focus on **covered populations**.
  - Requirements
    - Participate in a **learning cohort**.
    - Expand or develop **digital access services**.
  - Examples
    - Increase **broadband** adoption.
    - Increase digital **skills and cybersecurity**.
    - Increase **youth engagement in digital skills**.
    - Establish a **digital navigator** program.
    - Establish **technical support** options.
    - Establish **device refurbishment** centers.
  - Budget categories – no match required, no admin
    - Personnel
    - Travel
    - Equipment
    - Supplies
    - Professional and Technical Services
    - Other services, like digital learning platforms
- Connecting Communities – HP Laptops
  - Overview
    - Expand digital **adoption**, digital **skills**, and **cybersecurity** awareness.
    - Up to **50 devices and accessories**.
    - Focus on **covered populations**.
    - **Learn-to-earn**.
  - Program goals
    - Increase **broadband adoption, digital skills, cybersecurity** and online privacy awareness, and access to **technical support** and **devices** of covered populations.
    - Build the institutional **capacity** of subgrantees to better serve their communities through staff participation in online training programs and an ICfL learning cohort focused on digital inclusion and equity.
    - Support grantees and covered populations in reaching their **civic and social engagement, economic and workforce** development, **educational, health**, and delivery of **other essential services** goals.
  - Requirements
    - Provide digital **skills** and **cybersecurity** training.
    - **Give away laptops** to participants.
    - Participate in a **learning cohort**.

- Examples
  - Oneida County Library - Provided group trainings to seniors covering topics such as: The Google Workspace suite, email, online safety/identifying scams, internet browsing and searching.
  - Ada Community Library - Worked with incarcerated individuals to provide weekly digital literacy and tech training in a classroom setting. Upon completion of the program participants were allowed to keep the device.
- Reporting requirements
  - Description of all activities undertaken
  - Progress toward **measurable objectives**
  - Impact on **digital access outcomes**
  - Success story with **anecdotal/personal testimony**
  - **Number of covered populations** served out of eight
  - **Number** of people served **within each covered population**
  - **Total number** of people served
  - **Program implementation** info
- Timeline Basics – tentative based on NTIA approvals
  - Connecting Communities: **4-week** application window
  - Monetary grant: **6-week** application window
  - Review by the ICfL: **8-9 weeks**
  - NTIA review period: **unknown**
  - Grant period: **1.5 years**
- Tips & Tricks
  - Get your **info** together, including SAM.gov
  - Be **complete** and **thorough**
  - Focus on your **capacity**
  - Target specific **goals** and **metrics**
  - Focus on **covered populations** and **build partnerships**
  - Use **data** relevant to your community.
  - For the monetary subgrants:
    - Fall between **\$10,000-\$150,000**
- Questions
  - **Chelsea Summerlin, digital inclusion consultant**
  - [Chelsea.Summerlin@libraries.Idaho.gov](mailto:Chelsea.Summerlin@libraries.Idaho.gov) | 208-639-4175
  - **Dylan Baker, deputy state librarian**
  - [Dylan.Baker@libraries.Idaho.gov](mailto:Dylan.Baker@libraries.Idaho.gov) | 208-639-4173
  - **Jamie Thill, grants officer**
  - [Jamie.Thill@libraries.Idaho.gov](mailto:Jamie.Thill@libraries.Idaho.gov) | 208-639-4153
  - **Websites**
  - [Digital Access for All Idahoans](#)
  - [Idaho Digital Skills](#)

#### Order of Selection Update and Training

**Matt Markve**

- Inform partners of changes and how we will collaborate
  - Order of Selection Update
  - IDVR must project resources if shortfall must re-establish
  - No timeline
  - Not currently taking any new cases

- Most significant served first – 3 or more
- Significant Disability next
- Anyone who receives SSD is level 2
- Waitlist - pulled by assignment of level and date of application
- While address as funded until off OOS
- Will continue to due all services to decide level, we pay assessments
- Information and referral – must provide a referral with point of contact and purpose
- Transition awkwardness – Matt point of contact along with MiKayla

### Gap Discussion

**Elaine Zabriskie,  
Group**

Discuss service/resource gaps in serving Idahoans with barriers to employment

Identify what data we have to illustrate these gaps

Identify data we need

- Economic workforce analysis exists
- Lacking data on youth coming out of High School
- Missing data on people w/ disabilities
- IDOC individuals
- Any other areas to locate or create
  - VR working IDJC on co-project
  - Data exists and being shared
- Use existing qualitative data we have
- Have general idea of what we are missing
- Always address new data
- Homework – hammer down what we need to cultivate that we don't have
- IDOL has annual statewide performance report that has some data sets that may be applicable
  - Title 1 & 3 programs
  - Trevi has Title 2
- What are we judging this data against? Barriers will vary for multiple reasons with regard to median wage
- Next meeting we will take this data, compare to goals and determine metrics, then roll with actions
  - Trends? Yes

### SNAP E&T and Workforce System - Vision Review

**Elaine Zabriskie**

Review the vision created by the SNAP E&T Policy Academy group

- SNAP E&T Policy Academy
  - This group review Vision Statement:
    - Approval
    - Thoughts after meeting

### Open Discussion

**Group**

### Adjourn 3:00 PM

*Reasonable Accommodations for Persons with Disabilities: Please send requests three days prior to the meeting to Denise Hill, Idaho Workforce Development Council, 208-488-7567, or [denise.hill@wdc.idaho.gov](mailto:denise.hill@wdc.idaho.gov).*