Idaho Workforce Development Council

Member Handbook

July, 2016

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The Office of the Governor

Executive Department
State of Idaho

EXECUTIVE DEPARTMENT
STATE OF IDAHO BOISE

State Capitol
Boise

EXECUTIVE ORDER NO. 2015-02

ESTABLISHING THE WORKFORCE DEVELOPMENT COUNCIL FOR PLANNING AND OVERSIGHT OF THE STATE'S WORKFORCE DEVELOPMENT SYSTEM REPEALING AND REPLACING EXECUTIVE ORDER 2010-02

WHEREAS, the economic future of Idaho and the prosperity of its residents depends upon the ability of businesses in Idaho to compete in the world economy; and

WHEREAS, a well-educated and highly skilled workforce provides businesses in Idaho with a competitive edge critical for their success; and

WHEREAS Idaho is committed to preparing its current and future workforce with the skills necessary for the 21st century; and

WHEREAS, empowering business, labor and community leaders to take a more active and strategic role in crafting the state's economic and workforce development policy will enhance the quality and responsiveness of these programs; and

WHEREAS, a comprehensive workforce development strategy for Idaho will improve planning and oversight functions; improve the effectiveness, quality and coordination of services designed to maintain a highly skilled workforce; and help provide for the most efficient use of federal, state and local workforce development resources;

NOW, THEREFORE, I, C.L. "Butch" Otter, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:

1. *The Idaho Workforce Development Council (the "Council") is established in accordance with section 111(e) and 117(c)(2)(A) of the Workforce Investment Act (WIA) of 1998, as amended and section 101 (a), (e) of the Workforce Innovation and Opportunity Act (WIOA) of 2014.*

2. *The Council shall consist of not more than 26 members appointed by the Governor, consistent with federal nomination and composition requirements set forth in section 702 of the Job Training Partnership Act as amended. The Council's membership, shall be as follows:*
    a. *Representatives of business and industry shall comprise at least 40% of the members;*
    b. *At least 15 percent of the members shall be representatives of local public education, postsecondary institutions, and secondary or postsecondary professional technical educational institutions;*
    c. *At least 15 percent of the members shall be representatives of organized labor based on nominations from recognized state labor federations;*
    d. *Representatives from the Department of Commerce, Department of Labor, the State Board of Education, Division of Professional-Technical Education and the Superintendent of Public Instruction; and*
    e. *A representative of a community-based organization.*
3. *The Council will be responsible for advising the Governor and the State Board of Education, as appropriate and at regular intervals, on the following:*
    a. *Development of a statewide strategy for workforce development programs which encompasses all workforce programs;*
    b. *Development of the WIOA State plan;*
    c. *Development and continuous improvement of services offered under the statewide workforce investment system;*
    d. *Development of comments at least once annually on the Carl D. Perkins Vocational and applied Technology Education Act;*
    e. *Development and continuous improvement of comprehensive State performance measures;*
    f. *Preparation of the annual report to the United States Secretary of Labor as required under section 136 of the WIA and section 103 of WIOA;*
    g. *Development of a statewide employment statistic program;*
    h. *Development of a plan for comprehensive labor market information; and*
    i. *Development of technological improvements to facilitate access to, and improve the quality of, services and activities provided through the workforce system.*
4. *The Council shall also be responsible for:*
    a. *Approval and oversight of the expenditures from the Employment Security Reserve Fund as set forth in Section 72-1347A, Idaho Code;*
    b. *Development and oversight of procedures, criteria and performance measures for the Workforce Development Training fund established under Section 72-1347B, Idaho Code; and*
    c. *Such other duties as assigned by the Governor.*
5. *The Council may empanel subcommittees, appointed by the chair. Subcommittee members may include individuals from the general public who have special knowledge and qualifications to be of assistance to the Council.*
6. *The Governor shall name the chair and vice-chair from among the private sector members of the Council.*

7. *The Council shall be jointly staffed by a management team of directors or administrators of state agencies that administer workforce development programs, as designated by the Governor. Funding for the council shall be provided by the agencies staffing the council, which shall agree upon appropriate ratios for the allocation of administrative funding. The Idaho Department of Labor shall have responsibility for providing secretarial and logistical support to the Council.*
8. *The Council's members shall serve at the pleasure of the Governor, and appointments shall be for three- year terms.*

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 8th day of April, in the year of our Lord two thousand and fifteen, and of the independence of the United States of America the two hundred thirty-ninth and of the Statehood of Idaho the one hundred twenty-fifth.

C.L. "BUTCH" OTTER
GOVERNOR

LAWERENCE DENNEY
SECRETARY OF STATE

A. Introduction to Idaho's Workforce Development System

Since its inception in 1996, the Workforce Development Council has provided strategic leadership and oversight of Idaho's workforce development system. The Council's role in preparing a skilled and well-educated workforce directly shapes Idaho's economic future.

The role of the Council is to advise the Governor, the State Board of Education, legislators and other policymakers on the efficiency and effectiveness of the governmental services that contribute to workforce development, set broad policy for the workforce development system, and make recommendations to the State Board of Education on workforce preparation issues related to all levels of public education.

History

Governor Batt created the Workforce Development Council by executive order in 1996, consolidating four existing advisory bodies that dealt with workforce development issues. Governor Kempthorne issued a similar executive order in 2000, which extended the Council through his administration.

In 2005, Governor Kempthorne consolidated six former workforce investment areas into two—the Balance of State and a special area in East Central Idaho. The Governor and the elected officials in the special area, represented by The Development Company or East-Central Idaho Planning and Development Association, have agreed to use the Workforce Development Council as the sole workforce investment board in the state to oversee a statewide regional planning area.

Governor Otter streamlined the Workforce Development Council membership while retaining its essential composition. Membership of the Council consists of private sector representatives, all levels of public education, organized labor federations, state agencies, and community-based organizations.

Responsibilities

The Council's responsibilities include development and oversight of the state's workforce development infrastructure, including the design and oversight of the Workforce Innovation and Opportunity Act programs.

Council responsibilities are of two general types: <u>operational</u> – ongoing oversight functions of existing, but separate components of the workforce development system; and <u>strategic</u> – those related to policy development regarding the design and operation of a workforce development system that synthesizes these components into one statewide system that aligns the various components of the system. Specific responsibilities relating to the different roles of the Workforce Development Council will be outlined in a later section.

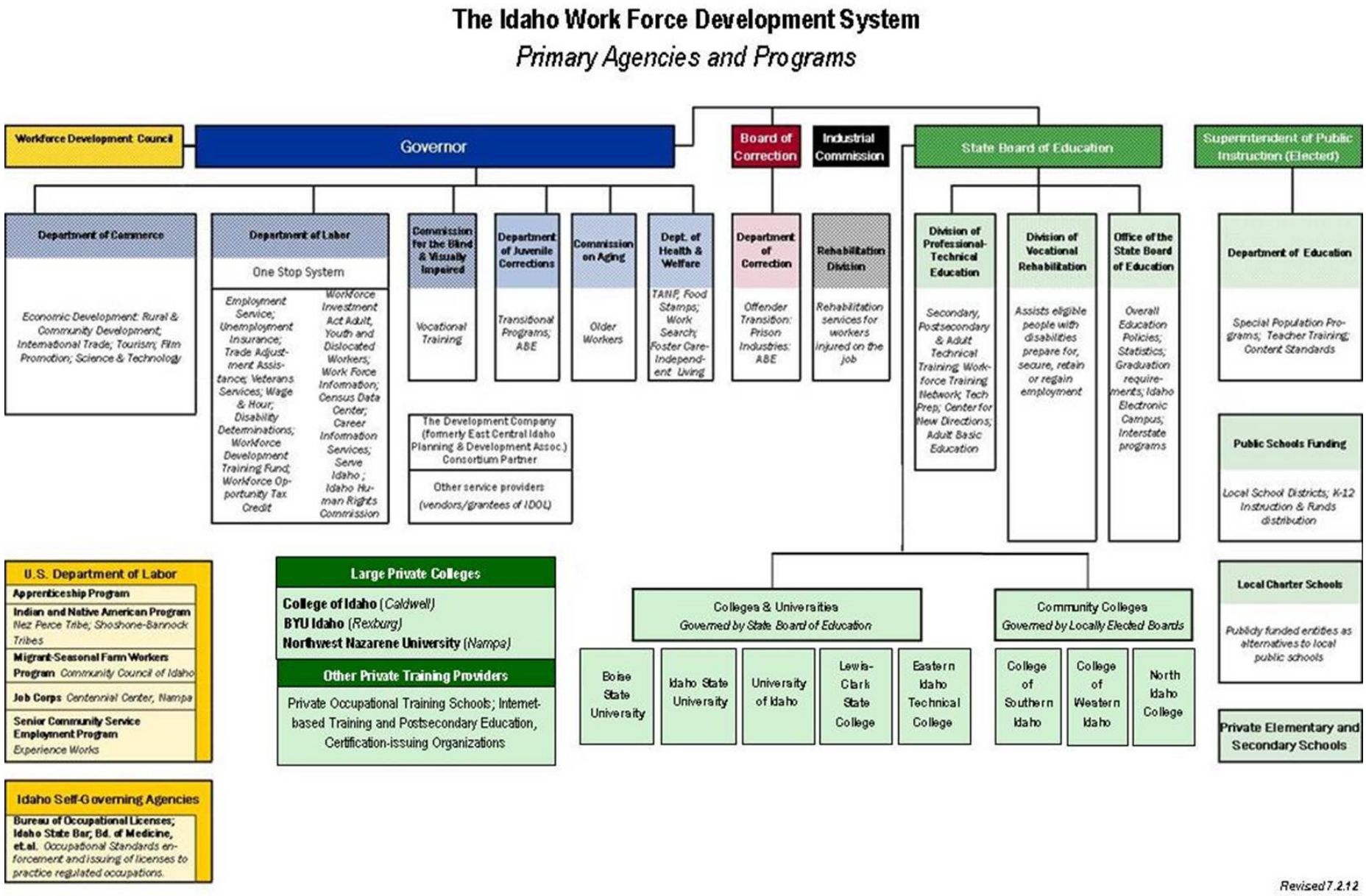
Workforce Development System

Idaho's workforce development system integrates education, economic development, employment and training efforts to provide cost-effective, market-driven services to customers. The system also assures ease of access to information and services for employers seeking qualified employees and for workers seeking employment or additional skills to maintain their present jobs or to make a transition between jobs.

The cornerstone of the workforce investment system is the "One Stop" service delivery concept, a system in which entities responsible for administering separate workforce investment, educational and other human resource programs and funding streams (referred to as One Stop Partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

The partner programs that participate in Idaho's workforce development system are listed in the following organizational chart and described in Part C of this section.

B. Organizational Chart



C. WORKFORCE DEVELOPMENT PROGRAMS IN IDAHO

A. IDAHO DEPARTMENT OF LABOR (IDOL)

1. **Wagner-Peyser Act** – The basic purpose of these block grant funds is to improve the functioning of the nation's labor markets by bringing together individuals who are seeking employment and employers who are seeking workers. In addition to these labor exchange functions, IDOL provides job search skill training workshops, assessment, aptitude, interest and proficiency tests, job counseling, job development, and labor market information to both employers and job seekers. Dedicated funding also directs services to veterans and migrant and seasonal farm workers. Specialized services that promote employment and training for veterans include the Local Veterans Employment Representative (LVER) and the Disabled Veteran Outreach Program (DVOP).

   IDOL is increasingly focused on services to business through customized recruitment, business resource centers, specialized workshops on business-identified topics, and business response teams for intensive services to selected businesses. The newest initiative that involves programs within the department and across the agencies is termed a sector strategy which relies on identifying critical high growth or emerging industries to address their workforce needs.

2. **Unemployment Insurance (UI) –** This program provides administrative funds to IDOL to support services and weekly benefits for eligible workers who are unemployed through no fault of their own and who are actively seeking work.

3. **Trade Adjustment Assistance (TAA)** – Benefits may be available for workers who are unemployed due to imports under the Trade Adjustment Assistance (TAA). TAA funds may also be used to support client retraining, relocation and other job search assistance.

4. **Services to Veterans Outreach Program (VETS)** This program provides veterans the full range of employment and training assistance through employer service programs that link with and support other veterans programs such as the Disabled Veteran's Outreach Program, the Local Veterans Employment Representative program and the Workforce Innovation and Opportunity Act programs.

5. **Administrative Tax Funds –** These funds are generated from interest from the UI Reserve Fund. The funds are used to augment federal appropriations for the administration of Unemployment Insurance, Employment Service programs and other specific objectives as approved by the Workforce Development Council.

6. **Workforce Development Training Fund (WDTF)** – The WDTF was established to attract new businesses to the state and to help existing Idaho companies grow. To meet this

objective the WDTF provides resources for employers to train new employees and/or provide skills upgrade training for current employees who are at risk of being permanently laid off. To qualify, a company must produce a product or service that is mainly sold outside the region where the business is located and provide at least a $12 an hour wage with employer assisted medical benefits.

7. **Workforce Innovation and Opportunity Act (WIOA) -** This federal job training program creates a workforce investment system that is customer-focused and designed to help Americans access the tools they need to manage their careers through information and high quality services and to help U.S. companies find skilled workers. This legislation authorizes the state workforce board and establishes the "One-Stop" system.

   Among the key principles embodied in this legislation are those of streamlining services, universal access to services, empowering individuals, increased accountability, state and local flexibility, and improved youth programs.

   Employment and training services are provided to three distinct population groups (adults, youth, and dislocated workers) in accordance with individual service strategies that correspond to needs identified for that individual through an assessment process.

8. **Idaho Disability Determinations Service (IDDS) –** This office assists the Social Security Administration in processing disability claims. Its function is to make determinations about whether individuals applying for Social Security disability benefits meet the criteria for medical severity to ensure a fair and timely consideration for those individuals determined to be eligible.

9. **Labor Market Information –** The Department provides a range of information related to the economy including business and workforce information and forecasts, unemployment insurance statistics, general economic updates on a state and regional level. The Department also provides specialized services such as the studies on the aging workforce, an business scans of target industry sectors and specialized wage studies.

10. **Career Information System (CIS) -** CIS provides career and educational planning solutions for people in Idaho. It is a comprehensive source of career information available about Idaho and the nation, gathering information and data from hundreds of sources so its users can explore career opportunities, find educational programs and the schools that offer them, and make successful career decisions and educational plans.

11. **Serve Idaho –** Serve Idaho, the Governor's Commission on Volunteerism, oversees programs and grants (such as the Americorps program) that offer volunteer opportunities statewide and encourage civic engagement and citizen engagement.

12. **Idaho Human Rights Commission –** On July 1, 2010 the Idaho Human Rights Commission became part of the Idaho Department of Labor. The Commission's purpose is to help protect Idahoans from illegal discrimination based on race, color, religion, national origin,

sex, age (40 and over) and disabilities as established by Idaho law. The Commission also handles complaints under federal law deferred to them by the Equal Employment Opportunity Commission (EEOC).

B. IDAHO DEPARTMENT OF COMMERCE

1. **Business Development Services –** These services help existing Idaho businesses start up, expand and find new markets; attract new businesses to Idaho; fund local economic development efforts; and develop, maintain and disseminate economic and demographic data.

2. **The Idaho Office of Science & Technology –** This office helps entrepreneurs create new businesses and job opportunities across the industry sector; bolsters industry-related research and development activities; and brings together the state's government, education, private sector and research resources to foster long-term growth in science and technology.

3. **Community and Rural Development** – This program provides financial and technical assistance to Idaho's cities and counties for construction and rehabilitation of public facilities necessary to support economic diversification, job creation, business expansion and a sense of community.

4. **International Trade –** This activity helps Idaho's businesses export goods and services, develop new markets, increase foreign awareness and acceptance of Idaho's products and services, and coordinate the state's protocol efforts.

5. **Tourism Development –** This service works to expand Idaho's tourism and recreation industry by marketing the state's travel opportunities at home and abroad; distributing grants to communities to promote tourism; developing, soliciting and promoting tourism events; and developing the state's film industry.

C. IDAHO COMMISSION ON AGING (ICOA)

ICOA administers the state's Senior Community Service Employment Program (SCSEP), and provides technical assistance to the statewide WIOA system regarding coordination and service to seniors. The SCSEP is a critical part of the Older Americans Act, balancing the dual goals of community service, and employment and training for low-income seniors. The program provides employment planning, skill training, work experience, and placement services.

D. IDAHO DIVISION OF VOCATIONAL REHABILITATION (IDVR)

Vocational Rehabilitation's primary goal is employment. Vocational Rehabilitation provides individualized vocational guidance and counseling, training, as well as other services to assist people with disabilities to make informed choices concerning their careers so that they can become successfully employed. Individuals are eligible if they: (1) have physical or mental impairments which constitute or result in a substantial impediment to employment and require Vocational Rehabilitation services to prepare for, secure, retain or regain employment, and (2) can benefit in terms of an employment outcome OR SSI or SSDI recipients who intend to achieve an employment outcome.

E. IDAHO COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED (ICBVI)

ICBVI provides information and outreach regarding visual impairment and blindness and about the capabilities of individuals who are blind and visually impaired. The Commission offers basically three programs: (a) the vocational rehabilitation program enables individuals to prepare for or retain employment; (b) the independent living program's focus is to ensure that the individual remains independent in his or her home, family, and community and, (c) for individuals where a medical procedure can prevent the onset of visual impairment and blindness, the Commission has a sight restoration or prevention of blindness program.

F. IDAHO DEPARTMENT OF HEALTH AND WELFARE (IDHW)

Temporary Assistance for Families in Idaho (TAFI) -- IDHW provides employment-related services to adult participants in TAFI and some adults in the Food Stamp Program as a condition of the individual receiving benefits. Food Stamps - The Food Stamp Program includes the Job Search and Assistance Program (JSAP), which provides Food Stamp recipients with employment tools that they can use to become self-reliant. JSAP can help in job search and referrals, unpaid work-experience opportunities, job skills training, and education.

The Community Action Agencies - The Community Action Agency of Lewiston and the El-Ada Community Action Agency of Boise provide work-related programs as part of the Community Services Block Grant (CSBG). Casual labor, remediation for the homeless, unpaid work experience, and basic job readiness provide needed skills enabling more vulnerable populations to enter the workforce.

Supplemental Nutrition Assistance Program (SNAP) - The Idaho Food Stamp Program helps low-income families buy the food they need in order to stay healthy. The amount of Food Stamps received (also called benefit amount) depends on a variety of circumstances such as the number of people in the household, income, and other factors.

G. ADULT BASIC EDUCATION (ABE)

The statewide Adult Basic Education program offers basic skills instruction to undereducated youth and adults and is delivered through a system of regional programs hosted by six postsecondary institutions, the Department of Correction (CORR), and the Idaho Migrant Council. Most programs have a combination of structured classes and open and/or directed labs. In addition to the main centers located on the six campuses, each regional program is responsible for providing services to its rural communities. ABE is housed with the State Division of Professional-Technical Education which reports to the Office of the State Board of Education.

H. STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION (SDPTE)

Career & Technical Education is the state's primary educational system for preparing Idaho's workforce. The Division of Professional-Technical Education (PTE) oversees secondary and postsecondary programs that provide individuals with the technical knowledge and skills needed to prepare for employment in current or emerging fields, or to continue their education. The scope of the Professional-Technical Education system career and technical education ranges from career awareness and pre-vocational skill development at the junior high/middle school level to highly specialized, customized training for Idaho's industry at the postsecondary level.

Secondary level Professional-Technical Education PTE programs and services are provided through junior high/middle schools, comprehensive high schools, professional-technical high schools, and through some cooperative programs with the technical colleges.

Postsecondary Professional-Technical Education PTE programs and services are delivered through the state's technical college system. Additionally, they deliver adult upgrading and retraining, customized training, related instruction for apprentices, emergency services training including: fire service, hazardous materials, and emergency medical services, and as well as services through outreach centers Workforce Training Centers and at industry locations.

I. STATE DEPARTMENT OF EDUCATION

The Department of Education supports and promotes a 21st Century system of public education that delivers relevant life and academic skills to all Idaho students. The Superintendent of Public Instruction is the department's executive officer and oversees a staff that work in a multitude of areas, including special education and gifted and talented programs, educational technology, compensatory education, adult basic education, migrant education, proprietary schools, veterans education, accreditation, and curriculum and accountability. Locally, one hundred fourteen school districts provide educational services to Idaho's children and youth.

J. IDAHO DEPARTMENT OF CORRECTION

Made up of two divisions (Operations and Support), the Idaho Department of Correction provides incarceration facilities for adult felons sentenced by the courts, presentence reports for the courts, and supervision services for probationers and parolees. The department operates a central administrative office, correctional institutions, community work centers, and probation/parole district and satellite offices. By safely managing offenders and providing them opportunities for change through education and training, the department is able to return and integrate offenders into the community so that they may become contributing members. Partnering with other community agencies helps to achieve this goal.

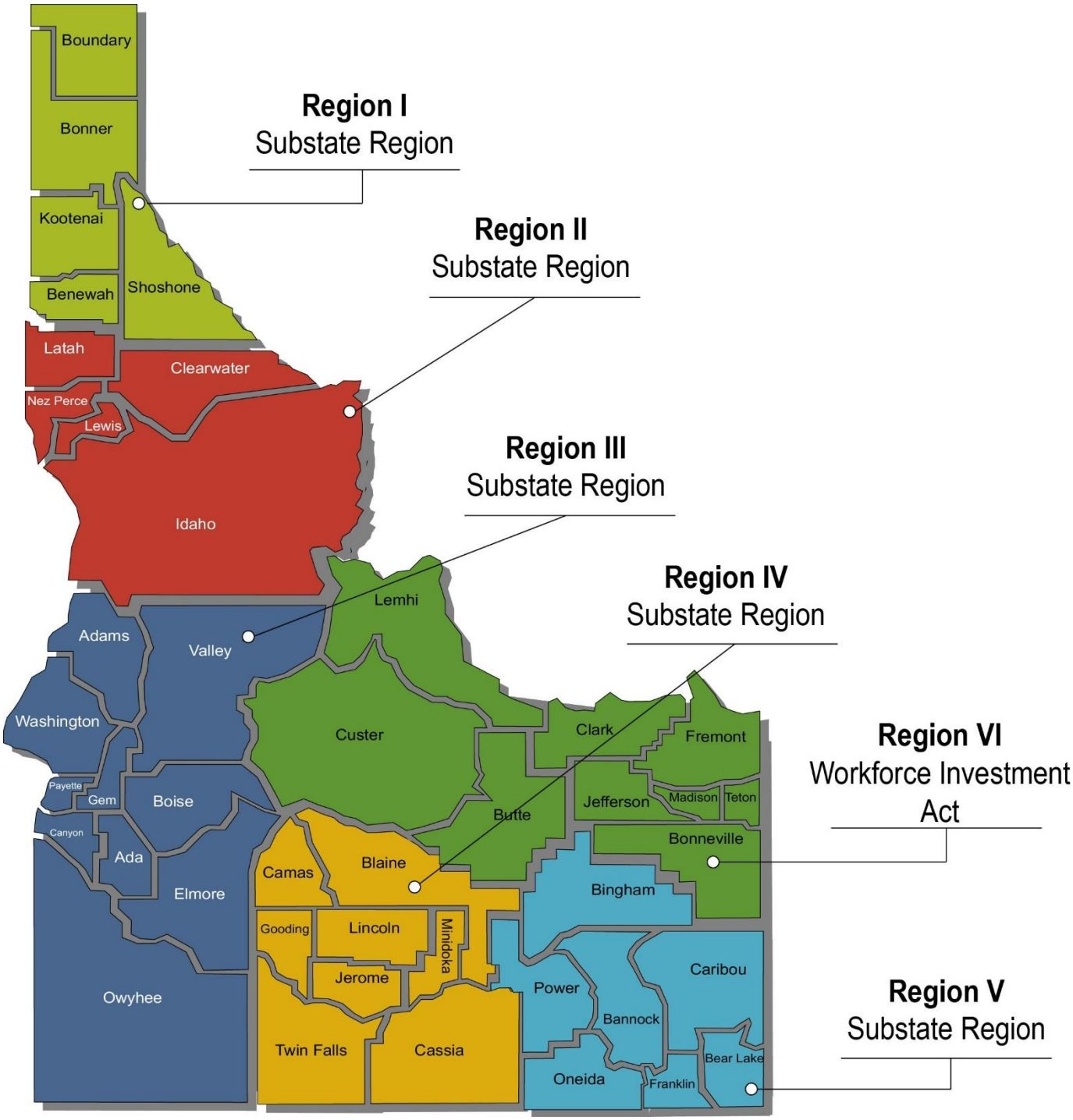
K. IDAHO DEPARTMENT OF JUVENILE CORRECTIONS

Created by the Idaho Juvenile Corrections Act, the Department of Juvenile Corrections is responsible for a system that:

- provides for the protection of communities from juvenile offenders,
- holds juvenile offenders accountable for their actions,
- provides for offenders competency development opportunities.

The workforce component of this approach, competency development, is addressed through education, training in appropriate decision making, social skills development, job skills, etc., which require juveniles to examine the thinking patterns associated with their criminal behavior and learn to change them. Programs such as ABE instruction play a vital role in helping the department address this need by offering offenders opportunities for skill acquisition that may assist them once they have fulfilled their communal obligations.

D. Workforce Service Delivery Areas - Map



E. IDAHO AMERICAN JOB CENTERS

Currently, the Idaho Department of Labor has twenty-five comprehensive American Jobs Centers located across the state. Formerly called *IdahoWorks* (One-Stop) Career Centers, each American Job Center is the primary point of access at which required partners offer career services and provide access to their other activities and programs.

Each American Jobs Center provides a full range of workforce development, labor market and education services to meet the needs of workers, students and businesses. Each Center offers a variety of self-service options, a comprehensive resource center and highly trained staff knowledgeable about the many programs and services available. For those seeking employment or education, the Center provides one stop access to national, state and local job listings, career guidance, and specialized workshops designed to help individuals seeking employment or changing careers, access to education and training services and resources in the community that can assist in achieving employment goals. Businesses can obtain qualified workers, gain vital labor market information for making good business decisions, and learn about options for increasing the skills of current workers.

Although the American Job Centers are the principal point of access, all partners in the workforce system have collaborated to offer additional access to services for Idaho's students, workers and businesses and can make referrals to appropriate partners in the One-Stop system. A contact to any partner in the system can lead an individual to the right set of services.

F. Locations - Idaho American Job Centers

ROLES FOR THE WORKFORCE DEVELOPMENT COUNCIL UNDER WIOA

Idaho's Workforce Development Council currently serves dual roles as both the state workforce board and local workforce board for the two local areas under WIA. This dual role will continue at least through June 30, 2018 per a waiver from U.S. Department of Labor.

The functions and responsibilities of both state workforce boards and local workforce boards are greatly increased under WIOA. For reference, the WIOA statutory and regulatory functions for state workforce board functions are provided below. Local workforce board statutory and regulatory functions are provided on page 19.

A. State Workforce Development Board Functions

§ 679.130 ***What are the functions of the State Workforce Development Board?***

Under WIOA sec. 101(d), the State WDB must assist the Governor in the:

(a) Development, implementation, and modification of the 4-year State Plan;

(b) Review of statewide policies, programs, and recommendations on actions that should be taken by the State to align workforce development programs to support a comprehensive and streamlined workforce development system. Such review of policies, programs, and recommendations must include a review and provision of comments on the State plans, if any, for programs and activities of one-stop partners that are not core programs.

(c) Development and continuous improvement of the workforce development system, including—

(1) Identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among programs and activities;
(2) Development of strategies to support career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with workforce investment activities, education, and supportive services to enter or retain employment;
(3) Development of strategies to provide effective outreach to and improved access for individuals and employers who could benefit from workforce development system;
(4) Development and expansion of strategies to meet the needs of employers, workers, and jobseekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
(5) Identification of regions, including planning regions for the purposes of WIOA sec.

106(a), and the designation of local areas under WIOA sec. 106, after consultation with Local WDBs and chief elected officials;
(6) Development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to Local WDBs, one-stop operators, one-stop partners, and providers. Such assistance includes assistance with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, jobseekers, and employers; and
(7) Development of strategies to support staff training and awareness across the workforce development system and its programs.

(d) Development and updating of comprehensive State performance and accountability measures to assess core program effectiveness under WIOA sec. 116(b).

(e) Identification and dissemination of information on best practices, including best practices for –
(1) The effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
(2) The development of effective Local WDBs, which may include information on factors that contribute to enabling Local WDBs to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
(3) Effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences for adaptability, to support efficient placement into employment or career pathways.

(f) Development and review of statewide policies affecting the coordinated provision of services through the State's one-stop delivery system described in WIOA sec. 121(e), including the development of –
(1) Objective criteria and procedures for use by Local WDBs in assessing the effectiveness, physical and programmatic accessibility and continuous improvement of one-stop centers. Where a Local WDB serves as the one-stop operator, the State WDB must use such criteria to assess and certify the one-stop center;
(2) Guidance for the allocation of one-stop center infrastructure funds under 121(h); and
(3) Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system.

(g) Development of strategies for technological improvements to facilitate access to, and improve the quality of services and activities provided through the one-stop delivery system, including such improvements to –
(1) Enhance digital literacy skills (as defined in sec. 202 of the Museum and Library Service Act, 20 U.S.C. 9101);
(2) Accelerate acquisition of skills and recognized post-secondary credentials by participants;

(3) Strengthen professional development of providers and workforce professionals; and
(4) Ensure technology is accessible to individuals with disabilities and individuals residing in remote areas;

(h) Development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including design implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation to improve coordination of services across one-stop partner programs;

(i) Development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3);

(j) Preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec. 116(d);

(k) Development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act; and

(l) Development of other policies as may promote statewide objectives for and enhance the performance of the workforce development system in the State.

B. Local Workforce Development Board Functions

§ 679.*370* ***What are the functions of the Local Workforce Development Board?***

As provided in WIOA sec. 107(d), the Local WDB must:

(a) Develop and submit a 4-year local plan for the local area, in partnership with the chief elected official and consistent with WIOA sec. 108;

(b) If the local area is part of a planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;

(c) Conduct workforce research and regional labor market analysis to include:

(1) analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;

(2) Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region;

(3) Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

(d) Convene local workforce development system stakeholders to assist in the development of the local plan under § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local WDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local WDB;

(e) Lead efforts to engage with a diverse range of employers and other entities in the region in order to:

(1) Promote business representation (particularly representatives with optimum policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Local WDB;

(2) Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;

(3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

(4) Develop and implement proven or promising strategies for meeting the employment

and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

(f) With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

(g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

(h) Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

(1) Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
(2) Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
(3) Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
(4) Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

(i) In partnership with the chief elected official for the local area:

(1) Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area; and
(2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
(3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.

(j) Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.

(k) Negotiate with CLEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.

(l) Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:

(1) Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the Local WDB determines there is an insufficient number of eligible providers in a local area, the Local WDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);

(2) Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;

(3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and

(4) One-stop operators in accordance with § 678.600 through § 678.635.

(m) In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

(n) Coordinate activities with education and training providers in the local area, including:

(1) Reviewing applications to provide adult education and literacy activities under title II for the local area to determine whether such applications are consistent with the local plan;

(2) making recommendations to the eligible agency to promote alignment with such plan; and

(3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

(o) Develop a budget for the activities of the Local WDB, with approval of the chief elected official and consistent with the local plan and the duties of the Local WDB.

(p) Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

(q) Certification of one-stop centers in accordance with § 678.800.

IDAHO WORKFORCE DEVELOPMENT COUNCIL

VISION ● MISSION ● GOALS

A. Priorities and Redefined Goals for PY 2015 (April 8, 2015)

The Workforce Development Council held a strategic session on April 8, 2015 to identify a few key priority items useful for directing PY2015 focus areas.

PRIORITY ITEMS

The following are priority items taken from the redefined goals. They are also highlighted within the redefined goals that follow.

Priority #1 - Target key industries using a sector strategy
Priority #2 - Enhance opportunities for lifelong learning by expanding delivery options
Priority #3 - Support a comprehensive educational system for all students K-16+ that included rigorous school-based learning and relevant work-based learning

REDEFINED GOALS

The following goals were redefined from the Fall 2011 Workforce Development Council goals and strategies.

GOAL #1

Promote policies that align workforce, education, economic development, and entrepreneurship to meet industry and employer's workforce needs

A. Target key industries (sector strategy)

B. Leverages public and private resources

C. Set measureable targets by key industry and track progress

GOAL #2

Facilitate development of an Idaho workforce that is highly skilled and committed to continuous learning.

A. Ensure that students and adults are aware of career choices available to them:

1. Make e-CIS and other career information universally available

2. Provide access to trained career facilitators and counselors to assist in career decision making
3. Expand the use of technology and businesses to train facilitators, counselors and other staff who provide guidance to students and career changers
4. Utilize senior executives, trade associations and others to expand awareness of need for further learning
5. Explore use of the Idaho Education Network and social media to expand awareness of careers and job opportunities
6. Identify and promote career pathways within occupations to enhance career options and ease transitions.
7. Provide access to low-skilled and at-risk youth and adults, dislocated workers and others with barriers to a full range of information and supports to prepare for work that leads to economic self-sufficiency.

B. Promote strategies that ensure students are college and career ready by:

1. Increasing access to quality early childhood education
2. Expanding access and use of technology
3. Increasing access to advanced placement, dual credits and other opportunities to encourage college attendance
4. Providing a safety net to retain or return at risk students to the classroom
5. Align high school graduation requirements with postsecondary entrance requirements
6. Increase options to integrate adult basic skills and English language training with occupational/technical training to facilitate entry of students to postsecondary education and technical training programs.
7. Support reforms to increase skills in STEM subjects (science, technology, engineering and math) including applied academics

C. Enhance opportunities for lifelong learning by expanding delivery options such as: 1) stackable credentials, 2) compressed scheduling, 3) on-line and distance learning, 4) modularized curriculum and 5) other alternative learning modalities

1. Explore alternatives to improve employment rates for unemployment insurance claimants through initiatives such as a “work share” or other options
2. Encourage the use of workplace flexibility options such as job sharing, job restructuring, part-time worker pools, flex-time and telecommuting to increase employment opportunities and retain quality workers

3. Promote employment practices and workplace environments that encourage a culture of diversity and inclusiveness

GOAL #3

Support a comprehensive education and workforce delivery system

A. Maintain a quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services and information.

B. Enhance coordination among workforce system partners and streamline services by eliminating duplication and ineffective or unnecessary practices.

C. Provide access to information, financial aid and other supportive services that allow all workers to obtain education and training leading to employment.

D. Coordinate a system of work supports for low-income workers to help them stay employed and move toward economic self-sufficiency (e.g. food stamps, child care, and housing) and provide safety nets to those who are in transition in the workforce.

E. Support a comprehensive educational system for all students K-16+ that includes rigorous school-based learning and relevant work-based learning.

F. Improve the effectiveness of the workforce system through the creation of an accountability system that includes:

1. Implementation of common core measures in K-12 education
2. Implementation of a longitudinal data system that interfaces with the workforce system to track outcomes of Idaho student achievements and program success

G. **Credit for Prior Learning** – create a statewide portfolio approval process for awarding credits based on prior learning and experience.

H. **Career and College Counseling** – support innovative and evidence based career and college counseling programs and include **Education Transparency Metrics** as part of this effort

C.L. "BUTCH" OTTER
Governor

TIM KOMBEREC
Chair

B.J. SWANSON
Vice Chair

Workforce Development Council

VISION ● MISSION ● GOALS

B. From PY 2011

VISION

Idaho will sustain a workforce development system that will produce an innovative and skilled workforce that allows business to thrive and provides economic opportunity to Idaho workers and their families.

MISSION

The Workforce Development Council, understanding the unique needs of business, workers and students, will make policy recommendations to the Governor and the Board of Education and will facilitate coordination of an integrated Idaho workforce development system.

GOALS

GOAL 1 Create jobs that sustain Idaho workers and grow the economy

GOAL 2 Facilitate development of an Idaho workforce that is highly skilled, committed to continuous learning and aware of opportunities available in the marketplace

GOAL 3 Support a comprehensive education and workforce delivery system

GOAL 4 Improve awareness of the workforce system among employers, workers, partners and policy makers and expand its use and effectiveness

GOAL 1 CREATE JOBS THAT SUSTAIN IDAHO WORKERS AND GROW THE ECONOMY

Measure **Reduce Idaho's unemployment rate by 40 percent by 2015.**
Benchmark: February 2011 Unemployment Rate* of 8.9 percent (2010 annual average: 8.8 percent)
**Idaho's official, published "Unemployment Rate" is defined as the total unemployed as a percent of the civilian labor force.*

Measure **Reduce Idaho's underemployment rate by 40 percent by 2015.**
Benchmark: The 2010 Underemployment Rate* was 16.4 percent.
**The "Underemployment Rate" is defined as total unemployed, plus all marginally attached workers, plus total employed part time for economic reasons, as a percent of the civilian labor force.*

Measure **Create 40,000 jobs with at least two-thirds at $12/hour or better wage rates with health benefits by 2015.**
Benchmark: Annual average number of jobs for 2010: 603,600

Measure **Attain the Governor's "Project 60" goal by 2015.**
Benchmark: $53.5 billion in GDP for 2009

Strategies

A. Align workforce and education services to business needs and priorities by adopting a "sector strategy" approach that:
   - Targets key industries
   - Builds partnership among employers, education and workforce providers
   - Identifies and addresses training needs of business
   - Leverages public and private resources
   - Establishes expansion targets for each industry

B. Support the creation of a longitudinal data system and other initiatives to improve workforce information for critical business decision-making within targeted industries (i.e., primary care initiative, green initiative) and selected sectors (health care, advanced manufacturing, energy and technology as it relates to renewable energy, software, agri-science and health science).

C. Promote policies for the Workforce Development Training Fund to assist with the creation of jobs and retention of Idaho's workforce.

D. Support adoption of incentives that encourage the hiring of new employees.

E. Engage employers to expand work-based learning opportunities such as internships, on-the-job training, work experiences and apprenticeships to improve workplace readiness and occupational skills.

F. Maintain a quality One-Stop Career Center system that connects employer and workers to workforce services.
G. Encourage employers to increase hiring by promoting the Governor's "Hire One" initiative and consider opportunities for other campaigns such as a "180 Degree Turn-around Campaign" or a "Using Technology to Turn 180 Degrees" campaign that builds on Project 60, increasing the attainment of degrees and credentials for 60 percent of the workforce and reducing unemployment to 60 percent of current levels.

H. Adopt practices such as promotion of the quality Idaho workforce to create opportunities to retain Idaho's under-employed workers.

I. Expand opportunities for innovation and employment in emerging industries such as technology, innovation and green through the "Grow Green" sector and other initiatives.

J. Support the efforts of the Idaho Technology Council in their development of iGEM (Idaho Global Entrepreneurial Mission) to create a more dynamic research and tech transfer infrastructure that enables the growth and success of innovation in our state by identifying and connecting resources geared toward the development, transfer and implementation of advanced technology.

GOAL 2 FACILITATE DEVELOPMENT OF AN IDAHO WORKFORCE THAT IS HIGHLY SKILLED, COMMITTED TO CONTINUOUS LEARNING, AND AWARE OF OPPORTUNITIES AVAILABLE IN THE MARKET-PLACE

Measure **Increase Idaho's "go-to-college" rate, including all postsecondary education, by 30 percent by 2018.**
Benchmark: Currently, 49 percent of Idaho's secondary students go to postsecondary education. *Source: National Center for Higher Education Management Systems*

Measure **Reduce the need for remediation for new college entrants by 50 percent by 2020.**
Benchmarks:
- Students who have been out of high school less than 12 months who need remediation – 45% (2010-11)
- Students who have been out of high school over 12 months who need remediation – 75.7% (2010-11)
- All other students who need remediation – 54.8% (2010-11)
  Source: National Center for Higher Education Management Systems

Measure **Ensure that 60 percent of Idaho workers obtain a certificate, industry recognized credential, apprenticeship or degree beyond high school by 2020.**
Benchmarks:
- 2009, 30 percent of Idahoans 18 to 64 years old have an Associate's degree or more in educational attainment.

- 2009, 30 percent had "some college, no degree."
  Source: American Community Survey.

Strategies

A. Ensure that students and adults are aware of career choices available to them:
   1. Make e-CIS and other career information universally available
   2. Provide access to trained career facilitators and counselors to assist in career decision making
   3. Encourage students and adults to consider careers where they are under-represented
   4. Expand the use of technology to train facilitators, counselors and other staff who provide guidance to students and career changers
   5. Expand access/awareness through career fairs, on-site or guided exploration, mentoring or other career showcase opportunities
   6. Utilize senior executives, trade associations and others to expand awareness of need for further learning
   7. Explore use of the Idaho Education Network and social media to expand awareness of careers and job opportunities

B. Promote strategies that ensure students are college and career ready by:
   1. Increasing access to quality early childhood education
   2. Expanding access and use of technology, including the Idaho Education Network and online learning to bring a more robust range of academic and career education services to all students
   3. Increasing access to advanced placement, dual credits and other opportunities to encourage college attendance
   4. Providing a safety net to retain or return at risk students to the classroom
   5. Align high school graduation requirements with postsecondary entrance requirements

C. Enhance opportunities for lifelong learning by expanding delivery options such as stackable credentials, compressed scheduling, on-line and distance learning, modularized curriculum and other alternative learning modalities.

D. Identify and promote career pathways within occupations to enhance career options and ease transitions.

E. Support entrepreneurial workforce expansion to spur innovation and increase employment.

F. Expand articulation agreements to increase transitions among secondary and postsecondary programs.

G. Increase options to integrate adult basic skills and English language training with occupational/technical training to facilitate entry of students to postsecondary education and technical training programs.
H. Support reforms to increase skills in STEM subjects (science, technology, engineering and math) including applied academics.

I. Encourage students and adults to obtain continuing education by providing information and supporting such efforts as the Albertson Foundation's "Go-On" campaign.

J. Provide access to low-skilled and at-risk youth and adults, dislocated workers and others with barriers to a full range of information and supports to prepare for work that leads to economic self-sufficiency.

K. Explore alternatives to improve employment rates for unemployment insurance claimants through initiatives such as a "work share" or other options.

L. Encourage the use of workplace flexibility options such as job sharing, job restructuring, part-time worker pools, flex-time and telecommuting to increase employment opportunities and retain quality workers.

M. Promote employment practices and workplace environments that encourage a culture of diversity and inclusiveness.

GOAL 3 SUPPORT A COMPREHENSIVE EDUCATION AND WORKFORCE DELIVERY SYSTEM

Measure **Idaho's Workforce Development System will meet or exceed program performance measures.**

Measure **Establish sector partnerships for each of the targeted industries (health care, technology, energy and advanced manufacturing) by 2012.**

Strategies

A. Maintain a quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services and information.

B. Enhance coordination among workforce system partners and streamline services by eliminating duplication and ineffective or unnecessary practices.

C. Continue to expand opportunities to partner with libraries, foundations and others to increase access to information and services in all communities across the state.

D. Provide access to information, financial aid and other supportive services that allow all workers to obtain education and training leading to employment.

E. Coordinate a system of work supports for low-income workers to help them stay employed and move toward economic self-sufficiency (e.g. food stamps, child care, and housing) and provide safety nets to those who are in transition in the workforce.

F. Support bridge program development for underprepared youth and adults.

G. Support a comprehensive educational system for all students K-16+ that includes rigorous school-based learning and relevant work-based learning.

H. Improve the effectiveness of the workforce system through the creation of an accountability system that includes:
   1. Implementation of common core measures in K-12 education
   2. Implementation of a longitudinal data system that interfaces with the workforce system to track outcomes of Idaho student achievements and program success

I. Identify the short and long-term implications of Idaho's aging workforce, associated pipeline issues and potential solutions.

J. Increase the civic engagement of Idahoans in volunteer activities to ameliorate the impact of budget shortfalls in education, social services and other critical areas.

GOAL 4 IMPROVE AWARENESS OF THE WORKFORCE SYSTEM AMONG EMPLOYERS, WORKERS, PARTNERS AND POLICY MAKERS AND EXPAND ITS USE AND EFFECTIVENESS

Measure **Establish a measure of Idahoans who are aware of the resources available through the Workforce system.**
Benchmark: The Department of Labor is conducting a survey of Idahoans during 2013 to establish a benchmark of awareness of the workforce system.

Measure **Increase the use of the *IdahoWorks* labor exchange system to list jobs by employers as a percentage of all new hires by 10 percent by 2015.**
Benchmark: During calendar year 2010 employers listed 49,319 job openings within the Idaho Works system and reported 141,108 new hires during the same calendar year. This is a 34.95 percent "penetration rate" of job openings compared to new hires, utilizing Idaho Department of Labor data.

Strategies

A. Conduct periodic surveys to assess access, awareness, perceptions and use of the workforce system.

B. Review and report use rates of the workforce system.

C. Develop and implement an outreach plan for the workforce system.

D. Meet regularly with the Governor, State Board of Education and other policy makers to present progress reports and make recommendations for improvements.

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BYLAWS

WORKFORCE DEVELOPMENT COUNCIL

ARTICLE I

NAME

The name of this body shall be the Idaho Workforce Development Council ("Council"). The Council was established pursuant to Section 701 of Public Law 97-300, commonly known as the Job Training Partnership Act of 1982, as amended in 1992.

ARTICLE II

DUTIES

SECTION A. The Council will be responsible for advising the Governor and the State Board of Education, as appropriate and at regular intervals, on the following:

1) Development of a statewide strategy for workforce development programs which encompasses all workforce programs;
2) Development of the Workforce Innovation and Opportunity Act State plan;
3) Development and continuous improvement of services offered under the statewide workforce investment system;
4) Development of comments at least once annually on the Carl D. Perkins Vocational and applied Technology Education Act;
5) Development and continuous improvement of comprehensive State performance measures;
6) Preparation of the annual report to the United States Secretary of Labor as required under section 136 of the WIA and section 103 of WIOA;
7) Development of a statewide employment statistic program;
8) Development of a plan for comprehensive labor market information; and
9) Development of technological improvements to facilitate access to, and improve the quality of, services and activities provided through the workforce system.

SECTION B. The Council will be responsible fulfilling the responsibilities outlined in Idaho Code and subsequent Executive Orders from the Governor. These duties shall include, but not be limited to, the following:

1) Assisting the Governor in carrying out the functions of the state workforce board as required by the Workforce Innovation and Opportunity Act as amended and federal regulations promulgated thereunder (WIOA §101(d));
2) Carrying out any functions of a local workforce board as required by the Workforce Innovation and Opportunity Act as amended and federal regulations promulgated thereunder, if so certified by the Governor (WIOA §107(c)(4),(d));
3) Serve as an advisory body to the Idaho Department of Labor on matters related to workforce development policy and programs (section 72-1336(a), Idaho Code) and the Idaho Career Information System (section 72-1345A, Idaho Code);
4) Approve and provide oversight of Idaho Department of Labor expenditures from the Employment Security Special Administration Fund established under section 72-1347A (section 72-1336(b), Idaho Code);
5) Develop and provide oversight of procedures, criteria and performance measures for the workforce development training fund established under section 72-1347B, Idaho Code (section 72-1336(c), Idaho Code);
6) Such other duties as the Governor assigns the Council.

ARTICLE III

MEMBERSHIP

SECTION A. APPOINTING AUTHORITY

The Council shall consist of not more than 26 members appointed by the Governor. The Council's membership shall be as follows:

1) Representatives of business and industry shall comprise at least 40% of the members;
2) At least 15% of the members shall be representatives of local public education, postsecondary institutions, and secondary or postsecondary professional technical educational institutions;
3) At least 15% of the members shall be representatives of organized labor based on nominations from recognized state labor federations;
4) Representatives from the Department of Labor, the Department of Commerce, the State Board of Education, Division of Professional-Technical Education, and the Superintendent of Public Instruction; and
5) Representative of a Community-Based Organization;
6) Subcommittees may include Individuals from the general public who have special knowledge and qualifications and shall be appointed by the Chair.

SECTION B. TERMS OF APPOINTMENT.

All appointees shall serve fixed, three-year terms. If an appointee resigns or is removed during the term of his/her appointment, a new appointment will be made within the appropriate category of membership, and the new appointee shall complete the remainder of the term for which the original appointment was made.

A member may be reappointed at the pleasure of the Governor.

Attendance. The Council may recommend to the Governor that a member missing two consecutive meetings, without just cause, shall be replaced.

Alternates. A member may designate an alternate to represent him/her at a Council meeting, provided that a request is submitted in writing to the Chairperson prior to the meeting. The alternate shall have full participating rights, but shall not have voting rights.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION A. The Chairperson of this body shall be a representative of business and industry appointed by the Governor. The duties of the Chairperson shall be:

1) To call and preside at all meetings of the full Council;
2) To make committee assignments;
3) To appoint committee chairpersons; and
4) To appoint other individuals to committees.
5) To provide signatory authority on behalf of the Council.

SECTION B. The Vice Chair of this body shall be a representative of business and industry member appointed by the Governor. The duties of the Vice Chair shall be:

1) To preside at meetings in the absence of the Chairperson; and
2) To assume other responsibilities, as requested by the Chair.

ARTICLE V

MEETINGS

SECTION A. To the extent possible, meetings of the Council shall be scheduled a year in advance by the Council Chairperson.

SECTION B. Special meetings may be held at the call of the Chairperson or by a simple majority vote of the Council members.

SECTION C. The principal meeting place of the Council shall be in the City of Boise, Idaho, except that at least one meeting each year shall take place in another selected city for the purpose of obtaining public input on workforce education and training needs throughout the state.

SECTION D. Action items to be included on any meeting's agenda shall be made available to the Chair no less than seven (7) days prior to the scheduled meeting.

SECTION E. The Council exists to serve the public interest. Therefore, actions of the Council and its meetings shall be conducted in accordance with Idaho Open Meeting Law, I.C. § 74-201 – 74-208.

SECTION F. Secretariat services for Council meetings shall be coordinated by the Idaho Department of Labor. Duties shall include:

1) Recording, publishing, and distributing Council minutes;
2) Supplying Council members with information as needed to conduct Council business;
3) Maintaining contact with local and regional organizations involved in workforce development activities;
4) Providing and/or coordinating professional, technical and clerical staff; and
5) Mailing official notice of meetings at least five (5) days prior to scheduled meetings.

ARTICLE VI

QUORUM

SECTION A. A quorum of the Council shall consist of fifty percent plus one of the members of the Council. No official business shall be conducted in the absence of a quorum.

SECTION B. Each Council member is entitled to one vote.

ARTICLE VII

RULES

SECTION A. The conduct of the meetings shall be in accordance with the current edition of Robert's Rules of Order, Newly Revised, except where inconsistent with these bylaws.

SECTION B. Business shall be conducted by a majority vote of those present, except as otherwise provided herein.

SECTION C. Voting shall be done in a manner most appropriate to the issue. Voting may be done by teleconference in compelling and unusual circumstances, as determined by the Chairperson, and as allowed in the Idaho Open Meeting Law. Secret ballots shall not be used.

SECTION D. Minutes are to be distributed to all Council members and others expressing interest in receiving them.

SECTION E. Formal decisions, directives from the Chair, and major deliberations will be reported in sufficient detail to make the intention clear. Records of attendance and reports, and the names of persons who make and second motions shall be included.

SECTION F. No member shall cast a vote on any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents or on any matter which would financially benefit such member or any organization such member represents.

SECTION G. A Council member may contract for personal and property services funded with state and local workforce development funds, provided that:

1) the member notifies the Council in writing as soon as they are aware that a potential conflict of interest exists;
2) the Council records the notice, along with its reasons for awarding the contract, and indicates why the award is in the public's best interest; and
3) the Council member, after giving proper notice, abstains from voting on any matter involving such conflict of interest.

ARTICLE VIII

COMMITTEES

SECTION A. EXECUTIVE COMMITTEE

The Executive Committee of the Council shall be comprised of the Council Chair, the Vice Chair, the Chairs of the Standing Committees to the Council, and other members appointed by the Council Chair. To the extent possible, the Executive Committee membership shall represent the different regions and membership categories. The Executive Committee's responsibility shall be to plan agendas for Council meetings and coordinate the work of the Council's Committees. In emergency situations, the Executive Committee may be convened to take action on behalf of the entire Council. In such situations, the action taken must also be presented at the next regularly scheduled Council meeting.

SECTION B. The Chairperson, or the Council by a simple majority vote, may appoint Ad Hoc or Standing Committees and/or Workgroups as deemed necessary to conduct the business of the Council.

SECTION C. Committees of the Council will advise and submit recommendations to the full Council.

SECTION D. All rules that apply to the Council shall also apply to the Committees of the Council.

ARTICLE IX

AMENDMENT TO BYLAWS

SECTION A. These bylaws may be amended or repealed at any regular meeting of the Council by a two-thirds vote, provided that copies of such amendments shall have been submitted in writing to each member at least seven (7) days before they are proposed.

SECTION B. These bylaws and all amendments to them are subject to the approval of the Governor.

Code of Conduct

In order to ensure that the citizens of Idaho have complete confidence in individuals appointed by the Governor to serve on the Idaho Workforce Development Council (Council), in members appointed to serve on various committees including the Youth Council (local boards) and in other public servants administering Workforce Investment Act (WIA) funds, the following Code of Conduct is adopted:

A. DEFINITIONS

1. *"Immediate Family" shall refer to persons related by blood, marriage or decree of court, within the second degree, to a voting member of the Council or local boards; or to the employees, officers and agents of grantees and subgrantees. This includes the spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin, stepparent, stepchild, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law or any other persons related by decree of court within the second degree*
2. *"Financial benefit" shall refer to any economic gain or entitlement those results from any relationship with any organization or individual participating in a workforce investment activity.*
3. *"Entity" shall refer to any association, organization, business, government entity or other legal entity, whether operated for profit or not, in which the voting member or immediate family of a voting member has a private financial relationship, employment relationship or ownership interest.*

B. CONFLICT OF INTEREST RESTRICTIONS FOR COUNCIL AND LOCAL BOARD MEMBERS

1. *Members of the Council or any local board shall not:*
   - *A) Vote on any matter under consideration;*
     - *1) Regarding the provision of WIA Title I funded services by such member, or by an entity that such member represents; or*
     - *2) That would provide direct financial benefit to such member or the immediate family of such member.*
   - *B) Engage in any business transaction or private arrangement that could reasonably be expected to result in a conflict between the private interest of a member and his or her official Council or board responsibility.*
   - *C) Participate in:*
     - *1) The designation of any local workforce investment areas;*
     - *2) The negotiation of or decision to award contracts or grants;*
     - *3) The settlement of any claims or charges in any contracts or grants;*
     - *4) The certification of One-Stop Operators;*
   - *D) For any entity in which they have a financial or personal interest, engage in any activity determined by the Governor or by state law to constitute a conflict of interest.*
2. *Misuse of Information. Members of the Council or local boards shall not use, for their own private gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their council or board membership and not available to the public at large, or divulge such information in advance of the time prescribed for its authorized release.*
3. *Misuse of Board Facilities and Equipment. Members of the Council or local boards shall not use any council or board equipment, supplies, or property for their own private gain, for the gain of others, or for other than officially designated purposes.*
4. *Duties of Council and Local Board Members. It shall be the duty of all Council and local board members to:*
   - *A) Seek legal advice from the Attorney General or from independent counsel if they have any doubts that a specific situation involves a real or potential conflict of interest.*

B) If the legal advice is that a conflict may exist, they shall prepare a written statement describing the potential conflict of interest and the matter to be acted upon, and shall deliver the statement to their appointing authority.

C) Recuse themselves from their duties if it is determined that there is a conflict of interest.

5. *Violations of the Conflict of Interest Policy. If the Council or a local board believes that this policy has been violated, a recommendation may be made to the Governor or to the chief elected officials of the local workforce investment area that the individual who has violated the policy be removed as a member. Even if no recommendation is made for removal, the Governor or the chief elected officials of the local workforce investment area may remove a member of the Council or a local board for a violation of this policy.*

C. CONFLICT OF INTEREST RESTRICITIONS FOR GRANTEES AND SUBGRANTEES

No employee, officer or agent of the grantee or subgrantee shall participate in the selection, award or administration of a contract supported by WIA funds if a conflict of interest, real or apparent, would occur. Such a conflict would occur when the employee, officer or agent; any member of his immediate family; his or her partner; or an organization which employs, or is about to employ, any of the above; has a financial or other interest in the firm selected for award.

D. NEPOTISM

No individual may be placed in a WIA employment activity if a member of that individual's immediate family is directly supervised by or directly supervises that individual.

E. KICKBACKS, GIFTS, FAVORS, AND GRATUITIES

No member of any Council or local board, or employee, officer or agent of any grantee or subgrantee under WIA shall solicit or accept gratuities, favors, or anything or monetary value from contractors, potential contractors or parties to sub-agreements. This prohibition shall not apply to unsolicited trivial benefits, not to exceed a value of fifty dollars ($50.00), that are incidental to personal, professional, or business contracts and that do not involve a substantial risk of undermining official impartiality.

References and Resources

Statutory Authority

Section 72-1336, Idaho Code
http://legislature.idaho.gov/idstat/Title72/T72CH13SECT72-1336.htm

Executive Order No. 2015-02 - Establishing the Workforce Development Council for Planning and Oversight of the State's Workforce Development System
http://gov.idaho.gov/mediacenter/execorders/eo15/EO%202015-02%20Workforce%20development%20pdf.pdf

Workforce Innovation and Opportunity Act
Public Law 113-128
http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf

Workforce Innovation and Opportunity Act
Final Regulations
http://www.doleta.gov/WIOA

Helpful Websites

Idaho Department of Labor
http://labor.idaho.gov

Idaho Workforce Development Council
http://labor.idaho.gov/dnn/wia/StateCouncil.aspx

Idaho Open Meeting Law Manual, Office of the Attorney General
http://www.ag.idaho.gov/publications/legalManuals/OpenMeeting.pdf

Idaho Ethics in Government Manual, Office of the Attorney General
http://www.ag.idaho.gov/publications/legalManuals/EthicsInGovernment.pdf

Workforce Board Solutions
https://workforceboards.workforce3one.org/page/home

The Official Robert's Rules of Order Web Site
http://www.robertsrules.com/

A. TRAVEL REGULATIONS AND PROCEDURES SUMMARY

Prepared by Idaho Department Labor for the Workforce Development Council (WDC)

Privately-Owned Automobiles

The allowable reimbursement rate for mileage in a privately-owned automobile is 54.0 cents per mile. Allowable mileage shall be computed by the shortest practical route according to the latest State Highway Department maps or charts. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts and must show beginning and ending readings. Applicable **parking fees** are reimbursable, with original receipts.

Travel by Public Transportation

Transportation costs by common carrier, including bus, train, taxi*, rental vehicle**, and airline, are allowable for reimbursement. Reimbursable airline travel must be limited to coach or other normally lowest cost passage unless it is not available or, for other reasons, impractical as determined by the Director or his authorized representative. In some cases, government rates are available for this travel.
*In Boise: Taxi fare up to $32 round trip is allowable if shuttle service is not available to/from the airport to the meeting location.
**Rental vehicles will be allowed only in unusual circumstances and require advance approval.
Council members should always ask if a government rate is available and should make reservations as far in advance as possible to get the best rate. Receipts for transportation must be attached to the Travel Form for reimbursement.

Lodging Expenses

The actual cost of lodging plus legally applicable tax will be reimbursed. Always identify yourself as a member of the WDC when making reservations. Reimbursement will be made for Council members only; it will be the responsibility of Council members to pay any additional costs incurred for family members or guests. *Receipts for all lodging must be attached to the Travel Form for reimbursement. (When Direct Billing has been arranged for your lodging, please pay any incidentals and extra person charges at checkout, and attach the hotel receipt to the Travel Form.)*

Meal Expenses

The maximum total allowable subsistence rate is $45.00 per day. For partial days, meal expenses shall be reimbursed as follows, not to exceed the maximum per diem rate:

Meal	Amount	Departure time is Before***	Return time is After***
Breakfast	$11.25	7:00 a.m.	8:00 a.m.
Lunch	$15.75	11:00 a.m.	2:00 p.m.
Dinner	$24.75	5:00 p.m.	7:00 p.m.

*******Departure and return times are different when the traveler is in travel status for only ONE day. Departure time is before 6:30 a.m. and return time is after 7:30 p.m.

Telephone Calls

Council members are allowed one long distance phone call per day home, not to exceed ten minutes in length. Phone calls to their place of business deemed necessary to conduct business.

****

Vouchers are to be submitted to **Jackie Haney, 317 W. Main, Boise, Idaho 83735-0510**. *Be sure to include your social security number, your signature, original receipts, and your time of departure and arrival back home.*

B. TRAVEL FORM

I-61-12 Rev (07/01/12)

Page 1

Idaho Department of Labor - Travel Authorization Request

Section I Employee Information

NAME: LAST FIRST M.I.

SSN:

COST CENTER NUMBER:

TRAVEL DESTINATION:

COST IS BEING REIMBURSED TO DEPARTMENT BY OTHER AGENCY

NOT EMPLOYED BY IDAHO DEPARTMENT OF LABOR

NOT EMPLOYED BY STATE OF IDAHO

TRAVEL DATES: FROM: TO:

Section II Reason for Travel

Section III Appropriate Mode of Transportation

COMMERCIAL AIRLINE

STATE VEHICLE

RENTAL VEHICLE

PRIVATE VEHICLE

WAS AN APPROPRIATE STATE VEHICLE AVAILABLE Y N

OTHER / EXPLANATION

Section IV Estimated Cost of Travel

	TOTAL AMOUNT	EMPLOYEE REIMBURSEMENT	DIRECT BILLED BY VENDOR	PAID WITH DEPT P-CARD
TOTAL	$-			

Section V Travel Authorized By

SIGNATURE OF REGIONAL OR COST CENTER MANAGER — DATE

SIGNATURE OF ADMINISTRATOR OR ASSISTANT DEPUTY DIRECTOR — DATE

* SIGNATURE OF DEPUTY DIRECTOR OR DIRECTOR — DATE

*Required for Interstate and International travel

Section VI Travel Advance

PLEASE ADVANCE THE FOLLOWING AMOUNT FOR THIS TRAVEL * (ADVANCE CANNOT EXCEED 95% OF THE TRIP;$75.00 MINIMUM)

I WILL SUBMIT A TRAVEL EXPENSE VOUCHER IMMEDIATELY UPON COMPLETION OF THE TRIP

SIGNATURE: SIGNATURE OF TRAVELER — DATE

ADVANCE AUTORIZED BY: ACCOUNTING ADVANCE AUTHORIZATION — DATE

ACCOUNTING USE ONLY

DATE ADVANCE PAID:

BATCH:

AMOUNT:

Idaho Department of Labor - Travel Reimbursement

SECTION I — EMPLOYEE INFORMATION

NAME: _____ LAST _____ FIRST _____ M.I.

SSN:

COST CENTER NUMBER:

TRAVEL DESTINATION:

TRAVEL DATES: FROM: TO:

COST IS BEING REIMBURSED TO DEPARTMENT BY OTHER AGENCY ☐

NOT EMPLOYED BY IDAHO DEPARTMENT OF LABOR ☐

NOT EMPLOYED BY STATE OF IDAHO ☐

TYPE= PAYMENT TYPE

P= PAID WITH DEPT. P-CARD

V= DIRECT BILLED BY VENDOR

E= EMPLOYEE REIMBURSEMENT

MILEAGE RATE

F= FULL MILEAGE REIMBURSEMENT (APPROPRIATE STATE VEHICLE IS UNAVAILABLE)

P= PARTIAL MILEAGE REIMBURSEMENT (APPROPRIATE STATE VEHICLE IS AVAILABLE BUT EMPLOYEE CHOOSES TO USE PERSONAL VEHICLE)

SECTION II — TRAVEL DETAIL

FULL RATE $ 0.555
PARTIAL RATE $ 0.278

DATE	CITY FROM	CITY TO	TIMES LEAVE	TIMES RETURN	Employee Reimbursement Only BREAKFAST	LUNCH	DINNER	TOTAL	LODGING	TYPE	MILES	RATE	AMOUNT	OTHER COSTS INCURED DESCRIPTION	COSTS	TYPE	ACTIVITY CODE
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
								$ -					$-				
TOTAL					$-	$-	$-	$ -	$-				$-		$-		
EMPLOYEE REIMBURSEMENT					$-	$-	$-	$ -	$-				$-		$-		$ -
PAID WITH DEPARTMENT P-CARD									$-						$-		$ -
DIRECT BILLED BY VENDOR									$-						$-		$ -

SECTION III — TRAVEL CERTIFICATION

THE MAKING OF A FALSE CLAIM ON A VOUCHER FOR WHICH MONEY IS TO BE PAID BY THE STATE OF IDAHO WITH INTENT TO DEFRAUD IS A FELONY UNDER SECTION 18-2706, I.C.

I HEREBY CERTIFY THAT THE EXPENSES CLAIMED ARE CORRECT AND JUST, THAT THE TRAVEL AND SUPPLIES HAVE ACTUALY BEEN RENDERED AND THAT I HAVE NOT RECEIVED PAYMENT THEREOF.

SIGNATURE OF TRAVELER _____ DATE

I certify this travel was preformed under competent orders and was necessary in the public service and this document has been prepared in accordance with Department and State travel regulations and request that reimbursement to be made in favor of the above claimant.

SUPERVISOR OR C.C. MANAGER _____ DATE

SECTION IV — >>> TRAVELER MUST NOT USE THIS SPACE <<<

DIFFERENCE

AMOUNT VERIFIED CORRECT / INITIALS

LESS TRAVEL ADVANCE

TOTAL REIMBURSEMENT DUE

PAID BY SIGHT DRAFT NUMBER

BATCH NO.	TRANS NO.	CC FUND	ACCOUNT CODE	DEBIT AMOUNT	CREDIT AMOUNT	DOCCUMENT REFERENCE	ACTIVITY CODE
	135						
	135						
	135						
	135						
	135						
	135						
	135						
	135						
	135						