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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes September 8, 2020**

**One-Stop Committee Members:** Jane Donnellan, Shannon Brady, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez~~, Randall Kemp, ~~Jan Nielsen~~, Admir Selimovic, ~~Adrian San Miguel~~, Kristyn Carr, Vicki Isakson, Molly Valceschini (proxy for Adrian San Miguel)

**Guests:** Haley Westenskow, Hannah Lopez, Janelle White, Susan Buxton, Laurel McMahan, Dan Cabrera, Chris Jenson

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

**Called to Order at 10:30 a.m.**

**Welcome**

**Roll Call – Quorum Met**

**Review Agenda**

Ms. Brady will provide an update on Live Better Idaho at the time Mr. Thomsen presents on Work Better Idaho.

**\*Approve July 14, 2020 Meeting Minutes**

**Motion by Mr. Butikofer to approve the July 14, 2020 Meeting Minutes as written. Second by Ms. Brady. Motion carried.**

**EO Surveys & Bilingual Staff Assessments**

The EO surveys were due to Ms. Buxton by September 1. Vocational Rehabilitation sent in their survey, but Ms. Buxton has not received surveys from any other agencies. The summary of the data from the EO surveys need to be turned in within the next week.

When should WIOA participants complete the EO survey? Ms. Donnellan has found that if a participant is asked to complete the survey at intake, it might be too early for them to answer

all of the questions. When are other agencies requesting participants to complete the EO survey?

- It is up to each agency/entity when the survey is completed. They have the best insight on getting complete responses, response rates, etc.
- Maybe two EO surveys could be distributed. One at intake and one at completion of the program.
- Ms. Buxton requested Ms. Nielebeck collect feedback from each agency on how they collect EO survey responses and the most useful times to request participants to complete the survey.

Ms. Donnellan, individuals from the Division of Purchasing, and Ms. Buxton met to discuss bilingual assessments. Ms. Donnellan and Ms. Buxton asked Purchasing a few questions about putting a state contract in place for bilingual assessment tools, but due to COVID-19 they have not gotten a response. Vocational Rehabilitation has run into issues where a customer does not want to use the translation tools available and wants staff to do the translation. The case manager will usually note this in the customer's file. Ms. Donnellan and Ms. Buxton will follow-up with Purchasing about getting a state contract in place for the bilingual assessment tools. Ms. Nielebeck will ask the other agencies if they are assessing their staff or bilingual services.

## **One-Stop Operator Updates**

### **Staff Update**

On Friday, Idaho Department of Labor (IDOL) offered the One-Stop Operator position to Sarah Nash. She will start next Monday. Ms. McMahan is working on Ms. Nash's training plan and will get her started on the One-Stop Operator requirements. Ms. Nash will work closely with the WDC and will reach out to the Committee to better understand their roles as partners, and how her position can be more inclusive overall. Ms. Nash would like to spend time in local offices to learn more about each agency. Ms. Nash will assist the WDC in providing staff support to the One-Stop Committee.

### **Statewide and Service Delivery Area MOU's**

Ms. Secrist and Ms. McMahan discussed bringing the Statewide MOU Template to the Executive Committee for final approval, explaining that the template is the framework for the regional MOU's. Once the Executive Committee approves the Statewide MOU's, the regional MOU's will be ready to be adapted for each service delivery area. IDOL will continue to update the One-Stop Committee as they need input and collaboration. Mr. Butikofer will connect with Ms. Nash to start coordinating site visits.

Originally, the Committee planned to discuss Infrastructure Cost Sharing Agreements, but there has been a little bit of a delay. This will be added to the October agenda. As soon as the Executive Committee approves the Statewide MOU, Ms. McMahan and Ms. Nash will send it out for signatures. The Regional MOU's will be approved as they are delivered.

## **Work Better Idaho**

Mr. Butikofer and the Region 6 team are exploring creating a one-stop site for employers to access resources on unemployment tax, workforce development, and things employers need to develop their business. Mr. Butikofer met with Mr. Thomsen to discuss what the site would look like and decided to bring Department of Health and Welfare into the discussion since they run Live Better Idaho. Live Better Idaho is a viable platform option for a “Work Better Idaho”. Each organization would be responsible for developing content for the site and keeping it up to date. Information needs to be simple and easy to access.

Mr. Butikofer and Mr. Thomsen worked with Live Better Idaho and their team to develop a mockup of how Work Better Idaho might look. Mr. Jensen shared the mockup of the site and some of the features from Live Better Idaho that could be translated to Work Better Idaho.

<https://www.livebetteridaho.org/>

Where would the Work Better Idaho site live?

- That has not yet been determined. Talking with the vendor, they would build an individual site for Work Better Idaho.
  - DHW is moving the Live Better Idaho content to their new website. Once Live Better Idaho is moved to the new site, Work Better Idaho could possibly take over the old site.
- It will cost \$150,000 for the site buildout and \$96,000 for licensing.

One of the State Plan goals is to improve employer services. One of the specific activities listed is providing a platform for employers to find information. If the Committee is interested in the pursuing Work Better Idaho, Mr. Butikofer and Mr. Thomsen will do more detailed work. Mr. Butikofer and Mr. Thomsen wanted to ensure there was general interest before moving forward on the project.

The Committee is supportive of moving forward with this concept.

### **Live Better Idaho Update**

Live Better Idaho is moving over to DHW’s new website. DHW is working on final content reviews for the agency website. The goal is to release the new site in September, but realistically it will be October. As soon as the DHW agency site goes live, they will begin work on transitioning Live Better Idaho to the agency site. Live Better Idaho will stay up for at least a month after the transition to ensure all information is transferred over. DHW is still a few months away from any major changes to Live Better Idaho. Once Ms. Brady has more information, she will share it with the Committee.

### **Short-Term Workforce Training Program Update**

The WDC received \$1 million in CARES Act Funding to stand up a program to provide free short-term training to Idahoans in skills identified by employers as the most in-demand skills as a result of COVID-19. The skills survey sent out to employers collected over 900 responses. The WDC is starting to receive some of the data from the survey. A short training video will be

provided to staff to teach them how to connect the individual with IDOL. The program will be launched in three weeks.

Ms. Secrist shared some of the preliminary data from the employer survey. Please see attached document.

As soon as the WDC is ready to go live with Idaho LAUNCH, the video will be sent to Committee members and ask them to share the video with staff, so they are prepared to help individuals enter the program. After December 30, the WDC has dedicated up to \$2 million to continue the program once the CARES Act Funding runs out. The Policy Committee has the authority to add training programs to the training list without having to go to the full Council or Executive Committee. The short-term training programs are not tied to the ETP list, it is independent from the ETP list.

The CARES act Funding can pay for 100% of training costs, but the WDC program covers around 70% of the training or up to \$2,000. The program criteria are on a sliding scale and depending on the individuals' poverty level they can qualify for up to 90% of training costs covered.

**Motion by Ms. Valceschini to adjourn. Second by Ms. Carr. Motion carried.  
Adjourned at 11:56 a.m.**