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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes March 9, 2021

One-Stop Committee Members: Jane Donnellan, Shannon Brady, Terry Butikofer, ~~Beth Cunningham~~, ~~Korene Gonzalez~~, Admir Selimovic, Adrian San Miguel, Kristyn Carr, Vicki Isakson, Amelia Valasek

Guests: Korey Mereness, Hannah Lopez, Dan Cabrerra

Staff: Wendi Secrist, Paige Nielebeck, Jeffrey Bacon, Caty Solace, Matthew Thomsen, Amanda Ames, Sarah Nash

Called to Order at 10:31 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda – No changes to the agenda.

***Approve February 9, 2021 Meeting Minutes**

**Motion by Mr. San Miguel to approve the February 9, 2021 Meeting Minutes as written.
Second by Ms. Carr. Motion carried.**

One Stop Operator Update

Three of the six regions have completed their annual training. The next training dates are below.

- March 24 and 26: DOL Region 6 (Idaho Falls)
- May 12 and 13: DOL Region 3 (Treasure Valley)

The Pocatello One-Stop has started their recertification process.

A Spanish version of the EO Survey is being created. IDOL is working with DHR on a gender identity question in the survey. Once DHR gets back to them, the EO survey will be ready. Ms.

Nash will send the template of both the English and Spanish surveys to everyone. All of the partners will build their EO survey in SurveyMonkey.

There is an expectation that all the partners will send out the surveys to their existing participants regardless of their status in the program (close to intake, exiting, etc.). EO Survey results will need to be gathered by June 30.

IDOL American Job Centers – Comprehensive vs. Affiliate Plans

IDOL is evaluating the pros and cons of reclassifying at least one of the one-stop centers in each service delivery area as a comprehensive center. WIOA requires one comprehensive center in each local area. Lewiston and Idaho Falls fulfill that requirement. Moving other One-Stop Centers to comprehensive centers would require infrastructure cost sharing agreements to be in place. The benefit does not outweigh the increased workload at this time.

Discussion

Have the ADA assessments been completed?

- The IDOL affiliate and comprehensive centers have been doing them annually. VR just did their assessments last program year so they will need to do it again next program year. There are no status updates on the Adult Education or Commission on Aging programs.

Infrastructure Cost Sharing – MOU Language & Methodology

PY19 data is being used for the budget. PY20 participant numbers will be used to create the final budget.

Discussion

What is the difference between career services and shared services?

- Shared services are the costs for annual training (e.g. supplies, employee time, etc.).
- The career services costs are directly related to providing career services at a one-stop center. Other than IDOL, most agencies should not have career services costs.

Ms. Nash reviewed the methodology report. Please see attached document.

Using regional participant numbers for the infrastructure cost sharing methodology was causing issues. The intent is to complete a cross match of individuals who receive services in-person or virtually at the comprehensive one-stop centers. Those will then be cross matched to see if the individual is enrolled in any partner programs.

Originally the methodology looked at the number of participants in the whole region. It is now only looking at the participants using the comprehensive one-stop center. These numbers and percentages will change once the first quarter has ended. Any individual who entered or had a virtual service with the Idaho Falls comprehensive center will get cross matched between partner participant records. Those participants will determine how infrastructure cost sharing is allocated.

IDOL is going to pull test co-enrollment data in April. IDOL will be in touch with partners soon.

Right now, the goal is to create an estimate of costs so when the partners sign the agreements they have an idea of what the shared costs might be. Future cost sharing will be based off of actuals.

IDOL is finding out from accounting if reconciliation will be done quarterly or annually. The earliest infrastructure cost sharing payments would begin is December 2021.

Are the MOU's signed at the local or state level?

- They are signed at the local level.

Ms. Nash's goal is to have data to present at the April Committee meeting. The infrastructure cost sharing agreement and the regional MOU will be brought before the Committee for approval. If approved, the regional MOU will be added to the infrastructure cost sharing MOU and moved on to the Executive Committee for final approval before they go out for signatures. The goal is to have the MOU's in place by May. If the data is not available in April, the MOU's will be signed by June.

Business Services Training Update

A group met with Maher and Maher to discuss the business services training. Maher and Maher presented doing a three fold training. The layout of the trainings is below.

1. This training would be for all partners to discuss the foundation of business services.
 - a. Would take place the beginning of April.
2. This training would be a smaller group of individuals who are dedicated to business services. The focus will be on moving towards business services.
 - a. Would take place the end of April.
3. This final training would be for leadership to help their employees move in the direction of coordinated business services.
 - a. Would take place sometimes in May.

This training is going to help us build stronger partnerships and help build pipelines.

Discussion

How will the individuals for each training be identified?

- Maher and Maher is going to be writing up a paragraph of who should be included. Ms. Nash will send it out to each of the agencies to then select who will be the best fit for those sessions.

The training will be virtual. Will Zoom be the best platform for accessibility or are there other, better platforms?

- Zoom is the best platform for accessibility. It has better capability for breakout rooms.

- Ms. Nash will ask Maher and Maher to ensure the meetings will be accessible (captions, etc.).
- It is important to ensure there is a call-in options for individuals who cannot be on their computers.

Motion by Mr. Butikofer to adjourn. Second by Ms. Isakson. Motion carried.

Adjourned at 11:11 a.m.