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GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

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Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee & WIOA Advisory Group Joint Meeting Minutes May 21, 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~~, Trina Ayres (proxy for Beth Cunningham), Matt Markve (proxy for Jane Donnellan)

**WIOA Advisory Group Members:** Dan Cabrera, Liesl Milan, Cindy Lehmann

**Guests:** Hannah Lopez, Korey Mereness, Dave Hanchett

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

**Called to Order at 9:32 a.m.**

**Welcome**

**Roll Call** – Quorum Met

**Review Agenda** – No changes to the agenda

**\*Approve April 13, 2021 Meeting Minutes**

**Motion by Ms. Isakson to approve the April 13, 2021 Meeting Minutes as written. Second by Ms. Brady. Motion carried.**

**One-Stop Operator Update**

Pocatello, Post Falls, and Sandpoint have finished their recertifications. The One-Stop Committee will take action on them at the next meeting.

Region 3 has complete their annual training. Region 1 will host their training June 23 and 24.

Post Falls is hosting a job fair outdoors on June 2 and Orofino will be hosting a drive through/drop-in job fair on June 15.

Ms. Nash is working on the Lewiston MOU and cost sharing agreement.

The business services training has been completed for the One-Stop Committee and One-Stop partners. A follow-up will be conducted in June. A leadership group will meet to figure out when the next meeting will be in June and to discuss next steps.

### ***Idaho Falls Infrastructure Cost Sharing Agreement***

Ms. Nash reviewed the Eastern Idaho American Job Center (AJC) MOU with attachments A and B. Please see attached document.

Discussion:

“Served by the AJC” is defined as an individual receiving a service during a quarter from a One-Stop center. In previous iterations of the MOU, the Committee had tried to base cost sharing on the total number of participants each partner had in each one-stop center. Not all of the participants received direct benefit from the service so that methodology was changed. IDOL is taking data and matching it with the co-enrollment data to find individuals who received a service from a One-Stop Center that resulted in a direct benefit to that individual.

There are three partners who do not have data sharing agreements in place.

- TANF/SNAP
- CSCEP
- Perkins

The Federal requirements make it clear that a partner may contribute equipment/supplies to a program rather than contributing cash.

Ms. Nash and Ms. Secrist are going to work with IDOL to figure out how often they plan on pulling data (quarterly or annually) and reconciling costs. If the IDOL fiscal team is on board with the presented process then the WDC Executive Committee will take action on the MOU. Once approved by the Executive Committee, the MOU will go to the partners for signature.

Ms. Nash shared an example of how a lower number of unemployment recipients would effect cost sharing. Please see attached document.

**Motion by Ms. Brady to approve the addition of Attachment A & B to the Eastern Idaho AJC MOU as presented. Second by Ms. Isakson. Motion carried.**

### ***Next Steps Idaho Partner Survey***

Over the past three years, Next Steps Idaho has been expanding to become the hub where Idahoans can go to find career information. Right now, the Next Steps project is in a phase

where resources are being built to assist partner agencies in their ability to use the site and provide information to the public on Next Steps.

The WDC has put together a short survey to find out what resources may assist our partners in better utilizing the site, assisting the public with the site, and sharing the site to their networks. Ms. Solace is asking each agency to provide a point of contact to ensure the survey is then sent to the appropriate staff. This survey will help meet our partners needs and make Next Steps even better.

Ms. Solace will follow-up with an e-mail asking for agency contacts for this project.

Discussion:

Will the Committee get to see the results of the survey?

- Ms. Solace will share the results once she has them. The results will be shared with all partners.

### ***OSY Research Project***

The WDC partnered with 6 community technical colleges to conduct focus groups for individuals who fall within the scope of Out-of-School Youth (OSY).

A successful focus group was conducted in Lewiston, but the other areas have not been able to find participants. Region 3 had 5 individuals agree to participant, but only one showed up to the meeting.

The WDC has shifted methodology. Instead of trying to conduct in-person focus groups, the IDOL career planners in each region provided a list of 10 individuals who (within the past 6 months) enrolled in the OSY program. Researchers will be conducting telephone interviews. Many of the OSY were willing to engage over the phone.

Boise State will receive all of the results and will work on providing a report on the findings. Boise State anticipates the report will be ready by the end of June.

**Motion by Mr. Markve to adjourn. Second by Ms. Milan. Motion carried.**  
***Adjourned at 10:09 a.m.***