

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes September 14, 2021**

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

**Guests:** Sara Nash, Janelle White, Dan Cabrara,

**Staff:** Wendi Secrist, Matthew Thomsen, Caty Solace, Sarah Buenrostro

**Called to Order at 10:33 a.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve August 10, 2021 Meeting Minutes**

**Motion by Ms. Cunningham to approve the June 8, 2021 meeting minutes as written. Second by Ms Brady. Motion carried.**

**One-Stop Operator Update**

Based on the data gathered from the EO survey, an "I don't know" option needs to be added to the survey. The survey also needs to state that it is anonymous but include a request for general contact information. Ms. Nash will update the templates and send them to the group.

The One-Stop Committee e-mail list needs to be updated.

Business services has been put on hold until Equus comes online.

**\*Youth Policy Update**

The following changes need to be made to the WIOA Youth Policy to support upcoming projects using recaptured funds.

- Add in-School Youth for Council Approved Special Projects
- Priority on Justice-Involved Youth

Discussion:

The policy needs to be adapted for youth services to include in-school youth – for special projects only – if we want to have the ability to serve them. In 2015, the Council updated the policy to shift the funds to only serve out-of-school youth. The original policy allowed for only 25% of the funds to go towards in-school youth. The existing components of the policy are as presented by Ms. Secrist. Please see attached document.

PY20 recaptured fund amounts came in at \$453,454. The Executive Committee approved two initial projects for the recaptured funds based on timing. Two additional projects will go to the full Council in October.

The new Youth Coordinator will go to a conference in December to network with other states and learn best practices. The WDTF could help support the salary of this position in 2022, if approved by the Council.

The other approved project is for Career Planners to come together in late October/early November to collaborate on serving Idaho's youth, receive updates on youth services, and to plan for the next year.

- What Career Planners would be included in the professional development activity?
  - Additional partners could be brought in for the first day, especially if they are Zoom sessions. The group will be specific on days 2 and 3 for the summer work experience. There could be key people that would be important to involve.

A budget was put together for a 6 week Summer Work Experience program. Staffing and supportive services would be covered out of the regular grant.

Only those in-school youth that do not qualify for VR services would be eligible. In-school youth with disabilities should always be referred to VR to expand support services.

There was a rule change that potentially expands the age of low-income youth existing in foster care to 21 in certain circumstances. Does the word "exiting" limit the ability to serve that population?

- Change to "low-income youth in or exiting foster care."

**Motion by Ms. Brady to approve the Youth Policy with the above changes. Second by Ms Cunningham. Motion carried.**

**Adult and Dislocated Worker Transition Update**

Equus is making job offers to individuals across the state. They have toured IDOL office all over the state and will be going to North Idaho this week. Equus had the chance to meet with many of the partners but once the Equus Project Director is hired, personal introductions will need to be made.

There is an opportunity for case workers across Idaho to do an in-person meet & greet with Equus staff in late October, early November. Communication will be coming out regarding the transition and providing participants transition information. The participants will get the information directly as well. There is a plan in place to keep local partners and participants well informed.

### **Health And Welfare Staffing and Website Updates**

Ms. Brady is leaving Idaho Health & Welfare effective Friday. Sarah Buenrostro will step into her role on the One-Stop Committee and on the WIOA Advisory Group. A new Division Administrator, Shane Leach was hired to replace Julie Hammon who has retired. He will be engaging as well. The Committee is very thankful for Ms. Brady's contribution to the One-Stop system and the WDC One-Stop Committee.

The LiveBetterIdaho website has gone offline effective July 31. The DHW website is now up-to-date. The site is very different than LiveBetterIdaho and is more department focused. The goal of the new site is to help individuals find answers within three clicks.

### **Infrastructure Cost Sharing Agreement**

#### **In-kind Donation Opportunity**

- See proposed PY21 Upgrades Customer Check-in form. If any partners have equipment or software that could support this, it could be used as in-kind towards the cost-sharing agreement.

#### **Perkins Data**

- IDCTE only gets Perkins data on a school-year basis. They will report in Q1 (August) and Q3 (March).

#### **PY20 Q4 Data Reconciliation**

- See IF CSA Methodology Workbook\_PY20 Q4 and Lew CSA Methodology Workbook\_PY20 Q4.
  - This includes actual participant numbers in green. Then it breaks down space allocation, and cost allocation.
- These workbooks show, hypothetically, what last quarter's costs would look like with this methodology in place.

### **State Plan Update**

The WIOA Advisory Group started working on the 2022 State Plan Update. Ms. Secrist has not yet received guidance from USDOL but the group did not want to get behind. Ms. Milan will

collect everything for the state plan and put it into the portal. Ms. Secrist reviewed the 2022 WIOA State Plan Project Plan. Please see attached document.

**Age of Agility – The Governor’s Summit on the Future of Work**

Ms. Secrist reviewed the Age of Agility – The Governor’s Summit on the Future of Work Agenda. Please see attached document. Ms. Secrist asks that the Committee members share the event to their networks.

**Technical Assistance**

Idaho was accepted into the technical assistance cohort to work on common intake. Meetings will begin next week. The goal is to utilize data Idaho has now to determine what types of common intake might be beneficial and improve service delivery.

**Motion by Ms Brady to adjourn. Motion carried.**

***Adjourned at 11:40 a.m.***

DRAFT