

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**B. J. Swanson**  
Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes August 10, 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, Kellye Sharp (proxy for Kristyn Carr)

**Guests:** Sara Nash, Lori Wolff

**Staff:** Wendi Secrist, Matthew Thomsen, Caty Solace, Jeffrey Bacon

**Called to Order at 10:33am**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve June 8, 2021 Meeting Minutes**

**Motion by Mr. Butikofer to approve the June 8, 2021 meeting minutes as written. Second by Mr. San Miguel. Motion carried.**

**One-Stop Operator Update**

**Upcoming Job Fairs**

IDOL, CSI, and Southern Idaho Economic Development are partnering to host a hiring event at CSI with nearly 60 employer in attendance. The fair is on Friday, August 13 from 1:00 – 4:00 p.m.

**AJC Staff Updates**

Ms. Gardner has retired and her position has been filled by Windy Keel. The Salmon office is closing and the services for WIOA will be provided by the new provider, Equus. Equus will offer services to customers through mobile offices.

Discussion:

Where will the provider meet individuals? Will this occur at libraries and if so, are the libraries aware?

- This is a recent change. IDOL does not have answer at this point but information will be available on the IDOL website.
- If Equus is interested in partnering with libraries, they can just reach out to them.

### **ADA/EO Survey Deadlines**

The Governor is going to appoint a new State EO Officer. Reports must be provided by all one-stop partners. All affiliates have to do annual physical and programmatic ADA assessments. There were several staff trained to do both assessments. Programmatic assessments are a little more complicated to conduct. Each entity has to think about how people are accessing their services and what barriers there might be. The EO surveys go into a report that is supplied to USDOL in December each year. Ms. Nash went through the process last year and has since streamlined the process by developing a survey that can be used as a template for the EO survey data. There is also an instruction manual for entering the data into the survey. The EO surveys are due September 1.

Ms. Nash asks that if any of the partners have feedback on the survey to please let her know.

Discussion:

In the past, the National Governor's Association provided funding to states to provide technical support for different initiatives (e.g., data around providing better services). The "Data Labs" helped Mississippi create a common intake form. This is something the Committee has discussed in the past, however, nothing has come to fruition. It would not cost Idaho anything to request the assistance. If Idaho is interested in participating, Ms. Secrist must let NGA know by Friday.

- All the partners expressed interest in participating in NGA technical assistance.

Ms. Secrist will let NGA know that Idaho is interested and see what is needed to move forward.

Has there been any discussion on who owns the intake form and who will hold the data?

- Both of these are still being determined.

### ***Adult & Dislocated Worker Service Provider Update***

The WDC has finalized that the Adult and Dislocated Worker contract will be awarded to Equus. Equus is working on hiring staff and will take over the contract on October 1, 2021. Equus is asking IDOL to continue business as usual. Equus is working to meet with all of the partners. Their manager is planning a statewide tour to meet with both state and local partners. Ms. Secrist and Equus are meeting with the AJC to discuss what customer service looks like during the transition and how to ensure things remain seamless for customers.

Equus will have a hybrid delivery model with some staff located at IDOL offices. This is being finalized as IDOL is working on facilities plans for the transition.

***One-Stop Center Budget Approval***

Ms. Nash provided an overview of the Idaho Falls and Lewiston One-Stop Center budgets. Please see attached documents.

The PY19 actuals were used to give a baseline for the budget. The overview included proposed AJC upgrades from PY21.

Discussion:

The One-Stop Committee has to approve the budget annually. For Lewiston, some of the renovation costs need to be removed. It is important to have on record that the Committee is approving infrastructure costs. This is a way to ensure there are no surprises down the road. If there are changes to the budget, the location would need to come back to the Committee for discussion.

**Motion by Mr. Butikofer to approve the Idaho Falls and Lewiston One-Stop Center budgets as presented. Second by Mr. San Miguel. Motion carried.**

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

***Adjourned at 11:18 a.m.***