

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**John Young**  
Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

514 W Jefferson St, Ste 131, Boise, Idaho 83702

### **One-Stop Committee Meeting Minutes**

**Date: Tuesday, October 11, 2022**

**Time: 10:30 AM – 11:00 AM**

**One-Stop Committee Members:** Jane Donnellan, Terry Butikofer, Beth Cunningham, ~~Kerene Gonzalez~~, Admir Selimovic, ~~Adrian San Miguel~~, Kristyn Carr, Amelia Valasek, ~~Kristin Matthews~~

**Guests:** Summer MacDonald, Mike Walsh, Janelle McDonald

**Staff:** Paige Nielebeck, Rebecca Watson, Sarah Nash, Matthew Thomsen, Amanda Ames, Cassie Mansour

**Called to Order at 10:31 a.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve September 13, 2022 Meeting Minutes**

**Motion by Ms. Carr to approve the September 13, 2022 Meeting Minutes. Second by Mr. Selimovic. Motion carried.**

### **Council Hub/Idaho Leader Framework for One-Stop System**

Ms. Solace presented the soon-to-be released Workforce Development Council resource hub. This site will provide an access point for Council members and interested parties to gain information about programs, collaborations, and upcoming events.

Discussion:

When is this website going live?

- It is planned to go live on Thursday, 10/13/2022. Note: this date has been pushed back since this discussion.

The Committee would love to be included in a survey to provide a feedback loop and

wishes to commend the work of the staff as the website looks great!

### ***One-Stop Operator Update***

Ms. Nash shared the following updates:

- Next Steps Idaho Calendar
  - Committee members are encouraged to submit events and utilize this!
- Business Services Meetings/Menu Draft
- Regional MOU Final Draft
- Data pull for Infrastructure Cost Sharing
  - Budget
  - MOUs

### ***Statewide One-Stop System Professional Development Conference***

Ms. Nash presented the draft agenda of the upcoming Statewide One-Stop System Professional Development Conference.

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## **2nd Annual Statewide One-Stop Partner Meeting**

### **Agenda**

Date TBD

Location TBD

<b>8:00 AM – 8:50 AM</b>	Breakfast and Networking	
<b>9:00 AM – 10:00 AM</b>	Keynote Speaker	TBD
<b>10:10 AM – 11:10 AM</b>	<i>Working Across Generations</i>	Kristin Scroggin
<b>11:20 AM – 12:20 PM</b>	<i>Additions: Signs and Resources</i>	Kristina Palmer MS LCPC CEDS
<b>12:20 PM – 1:20 PM</b>	Lunch Break	
<b>1:30 PM- 2:30 PM</b>	<i>WIOA Updates and Info</i>	Administrative Entity
<b>2:40 PM – 3:40 PM</b>	<i>Diversity, Equity, and Inclusion in the workforce</i>	TBD
<b>3:50 PM – 4:50 PM</b>	<i>Panel: Post-Pandemic Best Practices for Outreach &amp; Recruitment</i>	

Other topic suggestions from survey/people:

- Panel on best practices for reaching rural participants
- Labor market information update
- Skills/interest assessments and their use
- In-depth look at the Launch program
- Updates from all of the partners (H&W and IDVR named as specific suggestions)

Discussion:

The Committee expressed interest in several different possibilities for conference topics:

- The Idaho Coalition for Apprenticeship. They are specifically interested in the WIOA system and how the partners are all connected. Statewide this information could be connective and enlightening.
- Understanding Launch, how referrals are made, etc. Who is doing what for each level? How does Equus fit into the equation?
- The Committee likes “Diversity, Equity, and Inclusion in the Workforce”.
- The Committee also expressed an interest in exploring how staff handle stress and how we can support them transitioning to new ways of doing business in this post-pandemic era.
- A comment: “Post-Pandemic” implies that the pandemic is over. The Committee suggested that we may consider “Lessons Learned during the Pandemic” or some other such wording.

Is this Conference intended to be in-person?

- Yes. This is a one-track conference at this point, but if there is enough interest, we will look at making it a two-track conference.
- The Committee agrees that there’s a tension between in-person and virtual. We all value the ability to meet and network, but we all recognize that there’s the need to keep our respective offices staffed and open.
- The Committee acknowledges that both in-person and remote events are needed. There are ways to have both opportunities in one event. Staff are hungry to see one another and be together while planners are eager to serve both needs.

Many members of the Committee agree that they would be very supportive and willing to send staff to the Statewide Conference.

### **AJC Branding Policy**

Ms. Donnellan presented on the outcome of the AJC Branding Policy update. The Council sent it back to the Committee to clarify wording around the intent of the update and improve expectations for implementation. Staff are working on revamping the policy and will present to the Committee in the future.

### ***\*WDC vs. Administrative Entity Policies***

Ms. MacDonald presented on the policies that the Workforce Development Council operates within and reviewed each one on the WDC website. Priority of Service for Veterans is the only one not listed currently on the website, but it has been identified by Ms. Secrist and will be added to the list. The Administrative Entity is going through the policies line by line. Administrative Policies are identified as WIOA policies (WIOAPs). These are on the Idaho Department of Labor website. Ms. MacDonald reviewed these policies, outlining the ways in which they impact the Committee’s work as well as the ones which have become obsolete or need updating.

Discussion:

A member of the full council questioned the need for the Branding Policy to come before the full council at the September 21<sup>st</sup> meeting.

- At this time, the policies on the WDC side are ones that need to be brought before the full council for change.

What are we expected to do with this information today?

- Staff explained that the need is to present to the council the separation of the organizational policies from the technical. Which policies are AE ones, and which belong under the purview of the full council? This recommendation is going to help to clarify that.

The Committee agrees that this is an important distinction but as more guidance is desired, they are going to wait on a vote today to get more information about the intent behind this from Ms. Secrist at next month's regular committee meeting.

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

***Adjourned at 11:34 a.m.***