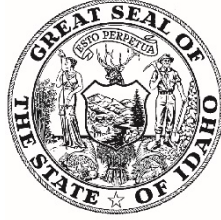


BRAD LITTLE
GOVERNOR

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, November 8, 2022

Time: 10:30 AM-11:00 AM

One-Stop Committee Members: Jane Donnellan, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez, Admir Selimovic, Adrian San Miguel~~, Kristyn Carr, ~~Amelia Valasek, Kristin Matthews~~ Korey Mereness (proxy for Adrian San Miguel)

Guests: Janelle McDonald, Dan Cabrera

Staff: Rebecca Watson, Wendi Secrist, Sarah Nash, Caty Solace, Jeffrey Bacon

Called to Order at 10:32 a.m.

Welcome

Roll Call – Quorum Met.

Ms. McDonald's appointment to One-Stop Committee will be official in the next month.

Review Agenda – No changes to the agenda

***Approve October 11, 2022 Meeting Minutes**

Motion by Mr. Butikofer to approve October 11, 2022. Second by Ms. Carr. Motion carried.

One-Stop Operator Update

Ms. Nash presented One-Stop Operator Updates as follows:

- **MOUs & Data Sharing Updates**

Idaho Department of Labor & Idaho Workforce Development Council

- **Business Services Menu**

If participants or committee members have not gotten their feedback in, please do so as Ms. Nash will be sending them out next week.

- **Regional Business Services Goals**

The Committee discussed Regional Business Services plans and reviewed the meetings with various partners. Ms. Nash reiterated her desire to answer questions and connect constituencies.

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

2nd Annual Statewide One-Stop Partner Meeting

Agenda

8:00 AM – 8:50 AM	Breakfast and Networking	
9:00 AM – 10:00 AM	Keynote Speaker: Working Across Generations	Kristin Scroggin
10:10 AM – 11:10 AM	<i>Addictions: Signs and Resources</i>	Kristina Palmer MS LCPC CEDS
11:20 AM – 12:20 PM	<i>Brain Science of Youth</i>	
12:20 PM – 1:20 PM	Lunch Break [Labor Market Update]	
1:30 PM- 2:30 PM	<i>WIOA Panel</i> 1. <i>Work-Based Learning – Tips and Tricks or</i> 2. <i>Follow-Up for Success</i> <i>OR</i> <i>Helping Justice-involved individuals</i>	Administrative Entity TBD
2:40 PM – 3:40 PM	<i>Diversity, Equity, and Inclusion in the workforce</i>	TBD
3:50 PM – 4:50 PM	<i>Panel: Adjusting to the Pandemic: Best Practices for Outreach & 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 (and how referrals are made)
- Updates from all of the partners (H&W and IDVR named as specific suggestions)
- Idaho Coalition for Apprenticeships and Registered Apprenticeships
- Working in the “new normal”: how to help staff adjust to the changes brought on by Covid
- [Goodwill/Easterseals and the older worker program](#)
- [IDVR presentation](#)
 - o 1- A presentation by the Apprenticeship Idaho Coalition to discuss RA’s - it should include all partners from their lens - Mikayla Monaghan
 - o 2- Pre-Employment Transition Services - Pre-ETS - Understanding the programs and parameters -Alison Lowenthal
 - o 3- Possibly - Business Services - What IDVR can provide specifically around supporting businesses with accommodations, training, etc.
- [Employer panel from across the state to share what we could be doing to help them.](#)

Ideas for meeting:

- Table for information packets and other materials from the partners (take-away pieces)
- [Accessibility \(location, streaming, materials, etc.\)](#)

Discussion:

- Is this hour lunch presentation required for all participants?
 - The conference organizers are sensitive to the fact that this conference will host both classified and non-classified staff, and therefore may have different needs re: lunch.
- The Committee reviewed the options for different topics in the afternoon.
 - Apprenticeships were brought up as a potential topic under the Work-Based Learning Panel.
 - The Committee debated the possibility of having 2 panels:
 - Diversity, Equity, and Inclusion in the Workforce (this would need to include Accessibility) -include “Helping Justice-Involved Individuals” into this panel topic.
 - And Adjusting to the Pandemic: Best Practices for Outreach & Recruitment.
- The Conference should be live-streamed, even though in-person will be preferable.
- The Committee considered possible dates for the Conference.

****WDC vs. Administrative Entity Policies***

Ms. Secrist presented the policies list and drew attention to the Infrastructure Funding Guidance document which was recently identified as a necessary document. The staff will do more research on this to determine if it should belong to the Council or AE. The Committee agreed that they will wait to weigh in on this list until staff can do this research.

****AJC Branding Policy***

Ms. Solace presented updates to the AJC Branding Policy.

- The intent behind these updates is to build flexibility into the language of the policy.
- The other change was to clarify that this policy requirement only applies to WIOA core partner programs.

Discussion:

- Members felt that this branding will lend credibility to the unified workforce system.

Motion by Mr. Butikofer to approve the Policy as edited above. Second by Ms. Carr. Motion carried.

Idaho Launch Referral Process Update

Ms. Secrist presented an update to the Idaho Launch Referral Process. She showed the Committee how an applicant would fill out the Launch interest form focusing on the new fields that have been added. At present all these applications are being routed to Labor, but this change will allow Equus to receive the right referrals.

Discussion:

How accessible is it?

- The Launch website meets basic accessibility requirements.

WDC Updates:

The Committee discussed next month's Full Council Meeting, and that the One-Stop Monthly Committee Meeting is scheduled for the day before.

- Ms. Cunningham pointed out that the director's meeting is scheduled on 12/14 as well, in conflict with the Full Council meeting.
- Ms. Secrist will follow up.

What is Ms. Solace's last day with the WDC?

- November 23, 2022.
- Her first day with the STEM Action Center is December 5, 2022.
- The Committee offered Ms. Solace their congratulations.

Motion by Ms. Carr to adjourn. Motion carried.

Adjourned at 10:35 a.m.