WORKFORCE DEVELOPMENT COUNCIL
317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes

Date: Tuesday, July 12, 2022
Time: 10:30 AM-12:00 PM
Location: Zoom/In-Person
317 W Main Street
Boise, ID 83735
2 West Conference Room, 2nd Floor
https://zoom.us/j/96012749490?pwd=OUYxWjc5Qjl3dmNVUmQrUC9pR3VkQT09
Meeting ID: 960 1274 9490
Passcode: 035914

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

Guests: Janelle McDonald

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

Called to Order at 10:32 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda
Ms. Donnellan requested that an item be added to the end of the agenda for Mr. Walsh to provide an update on the Juvenile Justice Panel. Ms. McDonald will be providing an EO update during the One-stop Operator update.

*Approve June 14, 2022 Meeting Minutes
Motion by Mr. Butikofer to approve the June 14, 2022 meeting minutes as written. Second by Ms. Valasek. Motion carried.

One-Stop Operator Update
The MOU location updates are due this Friday to Ms. Nash.

The business services group is making a menu of services across all the agencies. They delayed their meeting because they did not have all the information. Please request that your teams send that information to Ms. Nash.

EO Update
Ms. McDonald is beginning to look at the non-discrimination plan. She that the current plan is posted on DHRs website here https://dhr.idaho.gov/eo/.

The EO surveys are due September 1. Ms. Nash has sent out the survey monkey links for those.

Discussion:
What trainings might the Committee like to see in the future from Ms. McDonald or a third party?
- One of the biggest struggles is doing the ADA Accessibility annual reviews on all the offices and one-stop centers. The staff is not trained on how to conduct these reviews. It would be nice to see how we could involve a third party to do these reviews.
- They use the latest ADA compliance checklist to conduct the assessments.

*One-Stop Center Recertifications

Lewiston
Mr. Butikofer reviewed the Lewiston One-Stop Center Certification Report. Please see attached document.

Discussion:
Did Mr. Butikofer have an opportunity to meet with Equus?
- He did not. There is a person from Equus in the Lewiston center. Mr. Butikofer did talk about Equus and their position in the center and how IDOL and Equus work together. The IDOL staff has a good relationship with Equus and are working hard to ensure they can support Idaho's adults and dislocated workers.

Motion by Mr. San Miguel to fully certify the Lewiston Comprehensive One-Stop Center. Second by Ms. Valasek. Motion carried.

Twin Falls & Burley
Mr. Butikofer reviewed the Twin Falls and Burley One-Stop Center Certification Reports. Please see attached document.

Motion by Mr. Butikofer to fully certify the Twin Falls and Burley Affiliate One-Stop Centers. Second by Ms. Valasek. Motion carried.

AJC Branding Policy
Ms. Secrist reviewed the draft AJC Branding Policy and some branding examples. Please see attached document.

Discussion:
It would be nice to take some time to look at the examples and see what could be incorporated for the least cost. Modifying a logo could possibly be done in house but applying it in various places on the web might take more time and money.

The partners would like to take the proposed examples back to their entities to get feedback and thoughts.

Infrastructure Cost Sharing Plans for FY23
Infrastructure cost sharing was calculated, but not invoiced last year. This was due to the lack of data sharing agreements with Commission on Aging and Idaho Department of Health and Welfare. It's been determined there may not be a need for a data sharing agreement with the Commission on Aging if they will only be sending data to IDOL.

The goal is to fully implement cost sharing this program year. This means that Ms. Nash has two months to get the data sharing agreements wrapped up. Then after the end of September, the costs will be calculated, and invoices sent out.

Discussion:
It is important to keep making progress on this issue.

It comes down to each entity figuring out how they will cover those infrastructure costs. Each agency needs to think about how to apply it.
- CTE at one time had looked at paying the costs at the state level.
- The costs will only be based on the two comprehensive centers. We are required to have a comprehensive center in each local area. As the local board, Title I programs will distribute the costs to the five service delivery areas, rather than just the one Lewiston is in.

Juvenile Justice Panel
In early May, the WIOA Advisory group agreed to pursue a presentation at the Idaho Juvenile Justice Association conference. This conference targets individuals, juvenile justices professionals, social workers, etc. It is a very robust conference. It draws around 300-400 people. This is a good way to target some of our goals and priorities in our state plan to do outreach to the out-of-school youth. These Juvenile Justice Professionals works with the entire family unit and not just the youth. This helps reach more people with possible barriers to employment.

The presentation is on Tuesday, September 13 in Coeur d'Alene at 2:15 p.m. – 4:00 p.m.

Discussion:

The intent of the panel is to have a rep from each program under WIOA. Ms. Secrist will be leading the discussion. What does each agency need to do to prepare?

- Ms. Secrist needs to work with each agency to identify a panelist and then the group will meet to discuss what they want to talk about on the panel.
- We want each entity to talk about their programs and services they can offer to assist the youth.
- The WDC will share about Next Steps and Idaho Launch.

Motion by Ms. Valasek to adjourn. Motion carried.
Adjourned at 11:52 a.m.