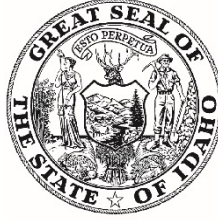


BRAD LITTLE
GOVERNOR

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, December 13, 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~~

Guests: Janelle McDonald, Dan Cabrera

Staff: Paige Nielebeck, Rebecca Watson, Wendi Secrist, Sarah Nash, Jeffrey Bacon, Matthew Thomsen

Called to Order at 10:30 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

***Approve November 8, 2022 Meeting Minutes**

Motion by Mr. Butikofer to approve. Second by Ms. Valasek. Motion carried.

One-Stop Operator Update

- **Infrastructure Cost Sharing Estimates**
 - **Lewiston**

Allocation of Shared Space in the Lewiston Comprehensive AJC by Program				
Program	Partner	Actual PY22 Q1 Participants Served	Shared Percent of Participants	Percent of Shared Space
WIOA Adult	IDOL	45	5.632%	4.2147%
WIOA Dislocated Worker	IDOL	7	0.876%	0.6556%
WIOA Youth	IDOL	62	7.760%	5.8069%
Title II	CTE	23	2.879%	2.1542%
Carl Perkins	CTE	ina		
Wagner Peysor – Employment Services	IDOL	423	52.941%	39.6181%
Unemployment Insurance	IDOL	202	25.282%	18.9193%
Veterans DVOP/LVER	IDOL	16	2.003%	1.4986%
Trade Adjustment Assistance	IDOL	0	0.000%	0.0000%
Vocational Rehabilitation	IDVR	19	2.378%	1.7795%
VR Blind	ICBVI	2	0.250%	0.1873%
SCS-Older Worker Easter Seals Goodwill	ESGW	ina		
TANF Work Participants	IDHW	0	0.000%	0.0000%
TOTAL	ALL	799	100.00%	74.83%

Common Spaces= 74.83%

Lewiston IDOL Local Office	
Infrastructure Costs PY22 Q1	
Infrastructure Costs	Actual
Access Technology (phone, internet)	\$769.58
Common Identifier	\$0.00
Equipment	\$471.57
Janitorial Contracts	\$4,260.00
Maintenance	\$2,309.35
Property Insurance	\$1,356.92
Supplies	\$626.01
Utilities	\$4,194.75
Other, Specified	\$358.80
TOTAL	\$14,347

Lewiston Comprehensive AJC PY2022 Q1 Infrastructure Costs		
Partner	Percent of Total Cost	Actual Costs
IDOL	95.88%	\$13,755.74
IDVR	1.78%	\$255.31
ICTE (Title II)	2.15%	\$309.06
ICTE (Perkins)	INA	
ICBVI (Title IV)	0.19%	\$26.87
ESGW (SCSEP)	INA	
IDHW	0.00%	\$0.00
TOTAL	100.00%	\$14,346.98

Infrastructure costs= \$14,347

*INA- information not available

○ Idaho Falls

Allocation of Shared Space in the Idaho Falls Comprehensive AJC by Program				
Program	Partner	Actual PY22 Q1 Participants served	Shared Percent of Participants	Percent of Shared Space
WIOA Adult	IDOL	22	1.653%	1.0355%
WIOA Dislocated Worker	IDOL	12	0.902%	0.5648%
WIOA Youth	IDOL	42	3.156%	1.9770%
Title II	CTE	0	0.000%	0.0000%
Carl Perkins	CTE	ina		
Wagner Peysor – Employment Services	IDOL	492	36.965%	23.1586%
Unemployment Insurance	IDOL	734	55.147%	34.5497%
Veterans DVOP/LVER	IDOL	19	1.427%	0.8943%
Trade Adjustment Assistance	IDOL	5	0.376%	0.2254%
Vocational Rehabilitation	IDVR	3	0.225%	0.1412%
VR Blind	ICBVI	1	0.075%	0.0471%
SCS-Older Worker Easter Seals Goodwill	ESGW	ina		
TANF Work Participants	IDHW	1	0.075%	0.047%
Governor's Rep	Office of Governor	0	0	0
TOTAL	ALL	1,331	99.92%	62.60%

Common Spaces= 62.60%

Notes:
 * IDOL Participants are those with an enrollment specifically in the Idaho Falls office.
 * The WIOA Adult, DW, Youth, WP, VETS and TAA counts include customers without SSN.
 * Self-service customers are not included in these counts.

Idaho Falls IDOL Local Office	
Infrastructure Costs PY22 Q1	
Infrastructure Costs	Actual
Access Technology (phone, internet)	\$1,253
Common Identifier	\$0
Equipment	\$833
Janitorial Contracts	\$3,234
Maintenance	\$17,313
Property Insurance	\$1,635
Supplies	\$720
Utilities	\$2,685
Other, Specified	\$0
TOTAL	\$27,674

Idaho Falls Comprehensive AJC PY2022 Q1 Infrastructure Costs		
Partner	Percent of Total Cost	Actual Costs
IDOL	98.696%	\$27,312.77
IDVR	0.141%	\$39.08
ICTE (Title II)	0.000%	\$0.00
ICTE (Perkins)	INA	
ICBVI (Title IV)	0.047%	\$13.03
ESGW (SCSEP)	INA	
IDHW	0.047%	\$13.03
TOTAL	98.99%	\$27,377.90

Infrastructure costs= \$27,674

*INA = information not available

Discussion:

- The Committee is pleased to see the numbers and feels that these breakdowns are very helpful in making the cost sharing estimates.
- Ms. Nash will instruct IDOL's fiscal team to send invoices in early January.

Statewide Training Agenda Update & Finalize Date

Discussion:

- The Committee determined that the 27th would be their first choice, and the 20th, their second choice.
- Who is the Talent Pipeline Contact in each area?
 - Mr. Thomsen had distributed a spreadsheet with contacts, this can be passed on to the Committee Members.

2nd Annual Statewide One-Stop Partner Meeting		
Location: Chinden Campus		
Date: April 20, 25, or 27		
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	Addictions: Signs and Resources	Kristina Palmer MS LCPC CEDS
11:20 AM – 12:20 PM	Brain Science of Youth	Dianna McAllister, Idaho Out-of-School Youth Network
12:20 PM – 1:20 PM	Lunch Break [Labor Market Update]	
1:30 PM- 2:30 PM	WIOA Panel: Work-Based Learning – Tips and Tricks	Administrative Entity
2:40 PM – 3:40 PM	Diversity, Equity, Inclusion, and Access in the workforce	Janelle MacDonald, DHR
3:50 PM – 4:50 PM	Panel: Adjusting to the Pandemic: Best Practices for Outreach & Recruitment	TBD

***Workforce Development Council/Administrative Entity – Division of Policies**

Ms. Secrist presented the Final Draft of the WDC/AE Policies including the recently identified American Job Center Infrastructure Cost Sharing Policy. See attached document.

Discussion:

- The delineation between the Workforce Development Council Policies and the Administrative Entity Policies looks both accurate and helpful.

Motion by Ms. Valasek to approve the Policy as edited. Second by Ms. Cunningham.

Ms. Secrist clarified that page 3 is a continuation of the AE Policies on page 2.

Motion carried.

State Equal Opportunity (EO) Officer Update

Ms. MacDonald shared that federal regulations confirm that the One-Stop partners are considered subject to EO provisions under WIOA. Therefore, they must participate in the non-discrimination plan. The non-discrimination plan is very close to being ready to submit.

Discussion:

- The plan requires a monitoring schedule which will enable participants to know when a check-in is coming. Compliance and monitoring resources will be available for partners.

- The Committee appreciates the patience Ms. McDonald has shown as the participants have navigated all the questions.
- Ms. McDonald also shared that she is meeting with legal to clarify how many EO officers we need. Specifically, Ms. McDonald wants to research whether each agency needs to provide an EO officer, or whether one can be appointed over several agencies, so we are not duplicating efforts.
- DHR EO Funding – Ms. McDonald’s position covers 4 key parts:
 - Deputy Equal Opportunity Officer (this is the part that we are requesting funding)
 - Americans with Disabilities Act (ADA) Title I: Employment
 - ADA Title II: State and Local Governments
 - Diversity, Equity, Inclusion, and Accessibility (DEIA)
- Estimated Cost Breakdown:
 - The EO Duties of my position with benefits are looking around \$26,500. (This is based off my base pay of \$ 76,440, plus 3% for CEC estimate, plus benefits which all came to about \$106, 000, then divided by 4)
 - Training for me =\$1500
 - Training for EO Officers including having ASL interpreters and/ or captioning services = \$2000
- Ms. Secrist clarified that these costs would be shared equally, so the system can support its responsibilities together. This plan is for about \$30,000 and would not impact current year budget but would start in July 2023.
- Are we dividing this cost sharing by departments or provider?
 - Mull this over for the next month and come to January’s meeting with some ideas.
- We get the feeling that every state is doing the best they know how. Ms. McDonald is utilizing other state’s EO Officer information, so we could request other state’s EO Funding arrangements, but we may need more information to move forward.

WDC Website – WIOA/AJC Pages

Ms. Nielebeck presented updates to the WDC Website: <https://wdc.idaho.gov/>.

Discussion:

- The goal is to unify the One Stop system and be inclusive of all our One Stop System partner’s services.
- We have expanded Employer Services information and resources on the WIOA page, but we recognize the need to incorporate all our partners in the One-Stop System.
- One of the changes the WDC is planning to make is to eliminate or reduce the ETP section, instead referring seekers directly to the Department of Labor’s website for this information.
- Committee members pointed out that we use the same terminology, but those terms mean something different to some of them.

- The WDC staff can remove portions that are specific to one partner, keeping each description high-level and including links to each partner's website for more specific information.
- The directive to our Committee Members is to take the language of the website's descriptions and strike out the portions that are not specific to your agency, send back to Ms. Nielebeck, and the staff can work to create more cohesion on the website.
- The Committee is motivated to remove any confusion that might result from our website.
- The website needs to be broader, speaking to the services that each of our partners provide, and giving direction for where to go for more agency specific information.

Infrastructure Cost Sharing Policy Development

Ms. Secrist referenced the Infrastructure Cost Sharing Guidance from 2017 and shared that the Committee needs to begin an update.

Adjourned at 11:28 a.m.