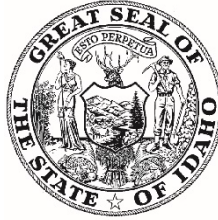


BRAD LITTLE
GOVERNOR

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, April 11, 2023

Time: 10:30 AM-11:30 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:

Staff: Rebecca Watson, Sherawn Reberry, Wendi Secrist, Sarah Nash, Paige Nielebeck, Jeffrey Bacon

Called to Order at 10:31 AM

Welcome

Roll Call – Quorum Met

Review Agenda – The Agenda states “Approve March 14, 2023 Meeting Minutes” but we didn’t meet last month, due to the Council meeting. Agenda should read “Approve February 14, 2023 Meeting Minutes.”

***Approve February 14, 2023 Meeting Minutes**

Motion by Ms. Cunningham to approve the February 14, 2023 Meeting Minutes. Second by Mr. Butikofer. Motion carried.

One Stop Update

Ms. Nash shared updates relevant to the One-Stop system as follows:

Infrastructure Cost Sharing

Ms. Nash shared updates to cost sharing to make the agreement more equitable. They need to add the Community Council of Idaho.

One-Stop Partner Meeting

Catering counts are underway for the in-person statewide meeting. Please RSVP if you haven't done so already. Registration closes this Friday. A Zoom option is available for those who cannot attend in person.

Discussion:

- How many have registered so far?
 - At this time, we have 67 RSVPs.

One-Stop Certification Visits

Mr. Butikofer and Ms. Nash will be conducting One-Stop Certification Visits April 25th and 26th to the Treasure Valley offices. The Twin Falls visits will be the following week – on or around June 4th. The committee will review them during their June meeting.

ADA Updates & EO Surveys

All One-Stop partners should be sending out their EO Surveys.

2024 WIOA State Plan – Community Listening Sessions

Ms. Secrist reviewed the WIOA Advisory Group's recommendation for Community Listening Sessions as we prepare the 2024 WIOA State Plan.

Discussion:

- Who needs to attend these sessions?
 - Staff who will be writing the state plan.
- How will we balance the number of staff with the number of community member participants at each meeting?
 - We need to set a precedent that at least one member of the team will attend each meeting, and the local service providers can be encouraged to attend regionally.
- By which date would we like to finish these listening sessions?
 - The Committee would like to conclude these meetings by the end of September.
- Mr. Selimovic will be out of state in mid-July, but he would be willing to appoint a team member to attend for him if need be.
- Ms. Secrist thinks the week of July 24th could be the starting point.
- If Alyssa Hudman or Aubrie Hunt could be included that would be beneficial. SNAP is optional.
- How do we ensure community participation?
 - Digital Access for all Idahoans has been doing community involvement sessions.
 - They have been using BSU's Public Policy Center. Ms. Valasek can send Ms. Secrist more information. This has been effective.
 - Mr. Butikofer reflected that the best way to solicit involvement could be to send invitations through various organization boards.
- How long are these listening sessions?
 - The last time we did these was in 2019 and they were around 90 minutes long. They started with a 20-minute presentation by a local labor economist. We then led the attendees in a conversation about the workforce system and especially

focused on asking questions about how to engage with the hardest to serve constituents.

- How else do we draw in the people we need?
 - Through the One-Stop Centers, participants and businesses can be invited.
 - Local elected officials are key stakeholders which we should target.
 - All the county commissioners and city officials can be invited. That very well may get us better attendance.
- There are economic development boards regionally throughout the state. Local elected officials sit on these boards, and we could ask for time on their agendas.
- Would these virtual meetings take the place of in-person meetings?
 - Only up to half of them, the rest we would want to hold in person.
 - In this way we are focusing on our relationship with community-based organizations as well as with local elected officials.
- We need to meet community needs in the timing of these in-person meetings. So that may mean late afternoon or early evenings.
- The economic development board meetings should be dedicated to this sole purpose; only one agenda item.
- The Committee agreed that this is a great plan for moving forward.
- Mr. Butikofer will put Ms. Secrist on the agenda of the next regional directors' meeting to discuss the strategy.

One Stop Operator Scope of Work

Ms. Secrist presented updates to the One-Stop Operator Scope of Work and led a discussion on referrals/co-enrollment.

Discussion:

- What is our purpose in building a system to support referrals? Is it to simply count the users or are we concerned that co-enrollment isn't happening and funding isn't being maximized for participants?
 - Adult Ed doesn't count participants until they reach a certain point in the system. Therefore, it appears there is less co-enrollment than is happening.
- We are on the right track to reconsider this as we go into the state planning process. Building a referral tracking system has been a goal for the past 4 years but it may not be what we need. The field provides us with ample examples of co-enrollment successes, and they focus their quarterly meetings on removing barriers across programs.
- We may need to offer professional development for more seasoned employees. Every annual training seems to be on how to make referrals. That process seems to be working well. Having a two-track training system might be beneficial here.
 - Could you integrate having the seasoned employees do some of the training at the annual training to get them involved?
 - Having a two-track training system will be beneficial here.

Motion by Mr. Butikofer to adjourn. Seconded by Kristyn Carr. Motion carried.

Adjourned at 11:25 AM