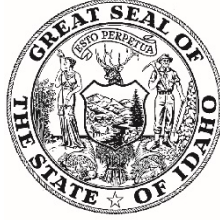


**BRAD LITTLE**  
GOVERNOR

**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, June 13, 2023

**Time:** 10:30 AM - 12:00 PM

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

**Staff:** Wendi Secrist, Rebecca Watson, Matthew Thomsen, Denise Hill, Cassie Mansour, Jeffrey Bacon, Sarah Nash

**Guests:** Dan Cabrera (Administrative Entity & Local EO officer at IDOL)

**Called to Order at 10:31 AM**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve May 9, 2023 Meeting Minutes**

**Motion by Ms. Valasek to approve May 9, 2023 Meeting Minutes with correction to EO Survey due dates (45 days after July 1). Second by Mr. Butikofer. Motion carried.**

**One-Stop Operator Update**

**\* Statewide MOU Updates**

Ms. Nash presented the edits to the Statewide MOU Updates that were submitted by the Committee.

Discussion:

- How did we determine the locations for the comprehensive centers which we have now?

- We must have one comprehensive center in Region 6, and one to represent the Balance of State. The Lewiston location represents the balance of state.

**Motion by Ms. Cunningham to approve the Statewide MOU Updates as presented above. Second by Ms. Valasek. Motion carried.**

### **EO Surveys**

Ms. Nash reminded the Committee to submit their EO Surveys.

### **WIOA Section of WDC Website**

Ms. Nash reminded the Committee that we will be adding information to expand the WIOA section of the WDC website to include all one-stop partners. She encouraged them to send in updates.

### **EO Officer Updates**

Ms. McDonald introduced Dan Cabrera, the Local EO officer at the Idaho Department of Labor. Mr. Mereness is taking over the agency representative duties at the Idaho Department of Career and Technical Education.

Ms. Carr shared that the Idaho Department of Labor has been receiving feedback that state employees could use more training on Diversity, Equity, and Inclusion, potentially in a virtual format. She sought feedback.

- Ms. McDonald shared that she would be happy to present one-hour virtual training courses which would be accessible to State agencies. She could include training on what our responsibilities are and what discrimination may look like.
  - This would assist in providing equitable access to Idahoans.
  - An in-service in September would be welcome.
  - The annual EO training is in November.
- Increasing training opportunities throughout the year is a priority for the One-Stop partners.
- Ms. Nash and Ms. McDonald will work together to schedule a 1 – 1.5-hour training.

### ***\*AJC Certification***

**Boise-** Mr. Butikofer presented his recertification visit with the Boise AJC Center. See Mr. Butikofer's One-Stop Center Report.

Discussion:

- Ms. Carr explained that the Idaho Department of Labor has been leading the Workforce Development Professional training curriculum. This has just been launched internally and is in development.
  - Mr. Butikofer praised this practice.
- This Center is doing a great job at striving for continuous improvement. They are listening to their staff.

**Motion by Mr. Butikofer to approve the Boise AJC Recertification as presented above. Second by Ms. McDonald. Motion carried.**

**Caldwell-** Mr. Butikofer presented his recertification visit to the Caldwell AJC Center. See Mr. Butikofer's One-Stop Center Report.

Discussion:

- This is a very similarly run AJC as the Boise office.
- Boise and Caldwell hold their training sessions jointly as they are both in Region 3.
- All the One Stop Offices are AJC accessible. They recertify this yearly.
- As far as 508 Compliance, who is responsible for verifying this? Are we aware of an outside party who confirms compliance?
  - All the centers demonstrate compliance with 508 guidelines through an internally certified review.
  - IDAC (Idaho Digital Accessibility Consortium) may have more information on options for external certification. Ms. McDonald will reach out.

**Motion by Mr. Butikofer to approve the Caldwell AJC Recertification as a One-Stop Center. Second by Ms. McDonald. Motion carried.**

**Idaho Falls-** Mr. Butikofer presented his recertification visit with the Idaho Falls AJC Center. See Mr. Butikofer's One Stop Center Report.

Discussion:

- Region 6 does the most comprehensive training of all the One Stop Centers. They do a very thorough job and have great attendance.

**Motion by Mr. Butikofer to approve the Idaho Falls AJC Recertification as a One-Stop Center. Second by Ms. Cunningham. Motion carried.**

### **WIOA State Plan Discussion**

Ms. Secrist gave an update on the WIOA State Plan Listening Sessions. Next Tuesday afternoon is the first meeting with the Clearwater Economic Development Association. Ms. Secrist will send out the zoom link. When Elaine Zabriskie joins the WDC staff team, she will be coordinating these efforts.

Discussion:

- Will there be any dates that would work best for the Committee?
- Mr. Butikofer shared that he will be calling a quarterly meeting and is open to suggestions. He will send out a Doodle Poll.

### **Eligible Training Provider Policy Review & Discussion**

Ms. Secrist shared that the Policy Committee needs support in updating the Eligible Training Provider Policy. She recommends that the One-Stop Committee handle all aspects of the policy except for the in-demand careers methodology (Appendix A) so that the methodology aligns between ETP and Launch.

The Committee agreed to take on the ETP Policy edits and will start this work at July's meeting. The core of this work is aligning our ETP Policy with the Law.

Step 1- general overview

Step 2- alignment of language

Step 3- pull in Appendix A.

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

***Adjourned at 11:47 AM***