

C.L. "BUTCH" OTTER
GOVERNOR



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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes March 13, 2018

Attendees: Jane Donnellan, Dwight Johnson, Jan Nielsen, Shirley Biladeau, Terry Butikofer, Beth Cunningham, Korene Gonzalez, Ericka Rupp, Marie Price, Kellye Sharp, Cheryl Foster, Rico Barrera, Birgit Luebeck, Cruz Gallegos, Raquel Reyes (Community Council of Idaho), Mike Walsh

Staff: Wendi Secrist, Paige Nielebeck

Called to Order at 10:03

Welcome

Review Agenda

No additions

Roll Call – Quorum was met

Approve Minutes from December 14, 2017 Meeting – no changes

Motion by Ms. Biladeau to approve the minutes as presented. Second by Ms. Luebeck. Motion carried.

One-Stop Operator Procurement Update

Ms. Secrist presented an update on the WIOA One-Stop Operator procurement which resulted in a contract with the Idaho Department of Labor.

- In April 2017 the council formally approved the One-Stop Operator procurement. US Department of Labor did a monitoring in late summer and issued a letter to Idaho saying we did not follow our state procurement policies.
- Idaho Department of Labor is going to respond to them with evidence showing that we met all the criteria. The response will say our process was transparent and we followed the State procurement process.
- If the US Department of Labor rejects Idaho's response, the Council will have to conduct the procurement process again.
- We will need to make sure that any agencies who want to bid on the contract formally recuse themselves.

- We are making changes to the conflict of interest policy and will ask the Council members to sign it.
- We will also ask the members of this committee to sign a document that says you do not plan to bid on the procurement.

Idaho Workforce Development Council's Status as State & Local WDB – USDOL Waiver

In December we discussed how we have been operating as a single state workforce investment board. What we want to do today is to provide clarification that while we operate that way, but we are not a single state Workforce Investment Board (WIB). One of the things we need to be aware of is we have waiver until June for the State Board to serve as local WIB for both areas.

Mr. Barrera gave some background on why Idaho cannot be a single area state and how the State Board became the WIB for both of Idaho's areas.

- The Governor looked at decreases in federal funding and found that Idaho was spending a lot of money on administrative costs across the state.
- It was proposed to reduce the local WIBs and operate as a single state.
- USDOL told us we were not able to operate as a single state. The minimum we could do is have 2 regions within the state.
- There was an agreement between the two regions to allow the Council to consolidate administrative functions and for the State Board to function as the local board for both regions.
- Since then we have had a waiver every year to allow the State Board to continue operating as the local board for both regions.

Mr. Butikofer shared that the State Board has served Region 6 well. They are comfortable with the current arrangement.

A memo was shared that described WIOA rules with respect to single state WIBs

- Under WIOA we can't request to be designated as a single state WIB unless USDOL changes their rules in the coming months to allow this as an option.
- Maine has been trying to redesignate as a single state WIB and has been unsuccessful
- For now, we should request an extension of the waiver.

Ms. Sharp pointed out that if a single area state had the ability to move money around the state, that would be a great benefit to becoming a single area state from a provider perspective. Mr. Barrera shared the the Council could modify how we allocate to the six different regions by changing the service delivery areas, but can't change the formula.

AJC Certification Policy Proposal

The document provided consolidates thoughts from the last One-Stop Committee Meeting. Ms. Foster suggested that the procedural portion of this proposal be discussed starting with who is going to do the certification.

- We need someone who is going to be objective in this situation.

- It could be something we expect of the One-Stop Operator, or would it be something this committee could provide the review.
- Need to determine if that's an appropriate role of the One-Stop Operator regardless of who the operator is.

Ms. Secrist discussed who the WIOA Advisory Group is and what their role is working with the One-Stop Committee.

- As we have been going through the State Plan update, there are many things in the original state plan that we had indicated would be worked on or done.
- We have been pulling those items out to form an action plan for the WIOA Advisory Group. They will bring the One-Stop Committee recommendations on policy or improvements to the system.
- If we have the WIOA Advisory Group bring policy recommendations to the One-Stop Committee, would that create an opportunity for the One-Stop Committee to review AJC certifications?

The committee discussed how the self-assessments can be improved, how to do annual checks on the One-Stop Centers, and changes that need to be made to the AJC Certification Policy Proposal.

- At the minimum we will have 25 self-assessments come in.
- Could we post them on the internet and have them open for viewing? It would show our status for certification.
- The criteria is reviewed every 2 years in the State Plan, but the certification happens every 3 years.
- There needs to be an annual review of the One-Stop Centers to check that they are programmatically and physically accessible.
- It could be a shared responsibility of the committee member to visit the One-Stop centers when they are traveling to certain areas.
- We could also create a monitoring group within the committee.
- Part of ECIPDA's contract is to do similar work since the workforce entities are not allowed to monitor themselves.
- We could stagger them so we are only doing 1/3 of the visits each year. That way we do not have to do them all at once.

Mr. Butikofer will propose a plan to the committee for the One-Stop Center review visits.

The committee discussed the process of verifying certifications.

- We give everyone a provisional certification at the start based on their self-assessment.
- Then visit the center every 2 years
- This process will need to be written down so it is clear what the expectations are of the One-Stop Centers and what the expectations are of the One-Stop Committee.

- If there is a center that is struggling, we can go back to offering them a conditional certification and have them create an action plan. The committee then could check back with them in a few months to see progress.

The committee suggested the following amendments be made to the draft AJC Certification Policy Proposal:

1. Provisional Certification needs to be based on self-assessment
2. Perform staggered 2-year certification renewals
 - a. This will be conducted by ECIPDA through contract
3. Certification criteria must be updated every two years in alignment with State Plan modification

Motion made by Ms. Price to make an amendment to the draft of the AJC Certification Policy Proposal. Second by Ms. Biladeau. Motion carried.

Mr. Butikofer recused himself from the vote.

Infrastructure Cost Sharing MOUs – Status Update

Ms. Foster share that they are currently in process. She still needs a few signatures on the MOUs. She has a few signatures on the RSAs, but feels that it needs to be sent out again. We will need to have everything reconciled by the end of April. We must go through the steps to show the reconciliation of the charges and the in-kind services.

Next Meeting

What is next after the policy has been passed on to the Council?

- We start over on the State Plan.
- There is a parking lot list that the WIOA Advisory Group has created that should be reviewed. The WIOA Advisory Committee will bring this to the One-Stop Committee to discuss the parking lot items.

We will send out a list of who is currently on the WIOA Advisory Group and the One-Stop Committee can provide feedback if we need to add anyone else.

Update from the Library Commission: Workforce Development survey throughout the state in January. From the survey they gathered that the one main barrier to the public is they need to know what resources and programs are available to them.

Next meeting is April 17 at 1:30-3:00.

Motion by Ms. Biladeau to adjourn. Motion carried.

Adjourned at 11:05