

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 September 4, 2018

Council Members: ~~Dwight Johnson, Jan Nielsen~~, Jane Donnellan

Committee Members: ~~Ann Joslin, Beth Cunningham, Birgit Luebeck, Julie Hammon~~, Kellye Sharp, Korene Gonzalez, Laurel McMahan, Marie Price, ~~Sarah Buenrostro~~, Terry Butikofer, Randall Kemp

Guests: Andrew Grey, Jessica Beaver-Nelson, Gail Richardson, Cheryl Foster, Melinda Smyser, Terry Cruz, Colleen Hoffman, Rico Barrera, Salvador Vasquez, Roy Valdez, Angie Johnson

Staff: Paige Nielebeck, Wendi Secrist

Called to Order at 2:33

Welcome

Review Agenda – add ETP reporting to the end if there is time

Roll Call – quorum not met

Approve Minutes from July 10, 2018 Meeting – This item will be postponed until the next meeting

Data Sharing/WIOA Performance Reports

Ms. Secrist sent out an e-mail to everyone with questions that she wanted to make sure were answered during this meeting.

1. Is your data sharing agreement fully executed?
2. What is our plan to "test" the system to ensure that it works as we expect?
3. When will we implement reporting?

The core partners will have to do joint WIOA Performance reporting (CTE, Labor, Vocational Rehab) in the near future. Other partners like SCSEP and TANF/SNAP are required to report, but not jointly. Individual reports for PY17 are due by October 1. Currently there is no date for implementations of joint reporting.

Idaho Department of Labor and the State Board of Education have agreements in place for data sharing that will facilitate joint reporting. Vocational Rehab and Career & Technical Education both fall under this agreement.

ICBVI just finalized an agreement with the Idaho Department of Labor. There is still no agreement between ICBVI and the State Board of Education. They need this data for the PY17 program year and have started researching a contract with the National Clearinghouse. It would cost about \$4,000 a quarter to pull data from them.

Health and Welfare has interest in sharing data with the State Board of Education through the longitudinal data system. Currently they are working with their contractor Maximus. Ms. Johnson will ask Ms. Buenrostro for a status update.

SCSEP does not have data sharing agreements with the Department of Labor or the State Board of Education. They are able to complete their reports and are not waiting on anyone else but are interested in being part of the greater system if that would streamline things.

North Idaho College reports through the Department of Labor using IDOL case management system.

ICBVI, SCSEP, and Health and Welfare need a status update from the State Board of Education. Ms. Secrist and Ms. Donnellan will request a meeting with the State Board.

Once data does start to flow do we expect it to flow well or are there challenges that need to be worked on?

- The process from the wage data side, is the same for all agencies (whether individual or joint reports). This process is working well and is going smoothly. This process has been used for many years.
- The data system is ready to go, but a full test run has not been completed.

There is an expectation that co-enrollment information will be handled by the State Board of Education since they house all this information. It is important to test that the processes to ensure it will work for everyone (those who are not under the State Board of Education umbrella).

There has not been a local discussion on reporting for the Community Council for their programs in Region 6. The Idaho Community Council will be followed up by Mr. Butikofer to figure out what is needed.

The WIOA Advisory Group is researching options for universal intake in Idaho. The question keeps coming back to how many people we have co-enrolled. The WIOA Advisory Group would appreciate a test run to see what kind of co-enrollment information can be obtained.

What does the State Board of Education have on co-enrollments and how do they get this information?

- Vocational Rehabilitation is sending the State Board of Education their participant data.
- All agencies will provide participant data to the State Board of Education as this process is finalized. Once they receive this data they assign a unique identifier to each individual and are able to see if individuals are being served by multiple programs.

Infrastructure Cost Sharing Update

Ms. Foster gave an update on the Infrastructure Cost Sharing methodology and reconciliation of PY17 costs. Please see attached presentations and documents.

Drafts of the cost sharing agreement have been sent out to everyone, but they have not been signed. Signatures need to be obtained as soon as possible

Will signatures happen at the state or regional level?

- It varies by agency. A few people will sign at the state level and some have delegated that responsibility to the regional level.

The WDC staff and Ms. Foster will work on updating the signature pages and getting signatures on the MOU's.

Certification Review Process

Ms. Sharp has collected the self-certifications from the One-Stop centers. There are only 2 comprehensive one-stops. They have different criteria for these certifications. For the affiliate offices it is evident that they all function similarly. That is due in part to the wording of the questions and the simplicity of the information. Outside of regions 2 and 6 there are not any comprehensive one-stops; however, the goal is to have one per region.

All these self-assessments need to be reviewed by the Committee members. The certification must be completed every 3 years. The ADA Assessments which are one component of certification must be completed every year.

Mr. Butikofer will be performing the on-site visits (half this year and half next year). If One-Stop Centers meet the requirements of the self-assessment, the Committee can provisionally certify them. Full certification can be granted after the on-site visit. Ms. Secrist will verify that "provisional" certification meets the expectations of WIOA.

All the ADA Assessments should be completed by December. In January the Committee can review all the ADA Assessments.

The State EO Officer has been working with ICBVI, Labor, VR, Health and Welfare, and Facilities to send people to a training to learn how to conduct the ADA Assessments. Once they have gone through the training they will be conducting the ADA Assessments. This is just the Physical Accessibility aspect. A Programmatic Accessibility Assessment check-list has been created for each agency to use to conduct this assessment. Dana Gover will be working with the agencies to help train them to conduct these assessments. It would be great to have these assessments done by December, but our understanding is that we need to have our process in place by the reporting deadline, not necessarily have all the assessments completed.

Adjourned at 4:00