

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
July 10, 2018

Council Members: Dwight Johnson, Jan Nielsen, Jane Donnellan

Committee Members: ~~Ann Joslin, Beth Cunningham, Julie Hammon,~~ Birgit Luebeck, Jan Nielsen, Kellye Sharp, ~~Kerene Gonzalez, Marie Price,~~ Sarah Buenrostro, Terry Butikofer

Guests: Mike Walsh, Theresa Pitt, Cheryl Foster

Staff: Paige Nielebeck, Wendi Secrist

Called to Order at 10:33

Welcome

Review Agenda – Laurel will be providing the update on the data sharing agreements. Ms. Secrist will be giving the update on the Expectations/Direction to the WIOA Advisory Group on Universal Intake.

Roll Call – Quorum Met

Approve Minutes from June 12, 2018 Meeting

Motion by Ms. Sharp to approve the minutes as written. Second by Ms. Luebeck. Motion carried.

Update on ADA Assessment Discussions

The ADA Assessment group is meeting to discuss how to conduct the ADA Assessments.

Paul Spannkebel reached out the Erstad Architects and had a conversation with them on providing train the trainer for the physical infrastructure component of the assessments. It will be approximately \$2,500 to do the train the trainer piece and then another \$3,000 to support

the team as they go out to conduct these assessments. The group will continue to work with independent living centers on the more programmatic side of these assessments.

The goal is to go beyond compliance, not just meeting the minimum threshold. It is important to have people cross trained in the agencies so they can conduct these assessments. It has been requested that James Barrett-Spencer from CTE be invited to these meetings since he is responsible for ADA Assessments for the Technical Colleges.

The Division of Building Safety and Public Works have been included on these conversations. They have expressed interest in helping fund the training.

The goal is to have all the assessments completed by the end of October. Self-assessments should be completed by the end of August.

Expectations/Direction to the WIOA Advisory Group on Universal Intake

The committee will be tasking the WIOA Advisory Group with some research on Universal Intake, but we need to provide guidance to them first.

At our strategy session we discussed creating a universal intake system. There are many barriers that could be challenging to get past (cost, etc.). This must be a very collaborative process.

The committee needs to start with a customer benefit focused mindset for this project. Figure out what the customers want/what their goals are. Then think through what is the least costly, most effective way to accomplish the goals. It would be beneficial to do a few customer voice groups through this process. Live Better Idaho may have some customer data that would be useful to find out what customers need. Once data has been identified, agencies are on board, and processes have been put in place the committee can begin looking at how to combine the duplicative efforts.

One component is to ask the customer up-front about data sharing. They must be provided with the option to opt out of their information being shared with all the partners. Ms. McMahan and Ms. Foster will look at the current opt out agreement.

Mr. Butikofer will share a simple universal intake form with the committee that was created for his company.

The WIOA Advisory Group will come up with a proposal for this Universal Intake System and then bring it to the One-Stop Committee. The people on the WIOA Advisory Committee are the ones closest to the customers.

The WIOA Advisory Group will be asked to look at:

- Existing practices in region 2 and what forms are already out there, etc.
- A process of how to gather this information (focus groups, etc.)

- The efforts of other states

The WIOA Advisory Group will bring a plan back to the One-Stop Committee by September. The Group meets next Friday to get started on these items.

Status Update for Data Sharing Agreements

There are 2 different types of data sharing agreements.

1. WIOA Partners who will need wage data
 - a. ICBVI – now active
 - b. Health and Welfare -in process
2. Program Outcomes Data

Vocational Rehabilitation is getting their wage data through the State Board of Education Agreement.

It would be beneficial to have a data meeting to understand how the sharing is going to work, what each agency needs, etc. Get an update on SLDS from the State Board and IDOL.

Commission for Aging does not have data sharing agreements yet.

The data sharing agreements reside with the IDOL legal department. It would be beneficial to have them posted and easily accessible.

Ms. Secrist will request an SLDS update meeting with the State Board and IDOL on August 14. She will report back to the committee. It has also been requested that each committee member come up with what questions they would like to ask the data experts and send them to Ms. Nielebeck.

Adjourned at 11:36

Motion by Mr. Johnson to adjourn. Motion carried.