

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**  
**December 11, 2018**

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

**Committee Members:** ~~Beth Cunningham, Birgit Luebeck, Julie Hammon, Kellye Sharp, Kerene Gonzalez, Laurel McMahan, Sarah Buenrostro~~, Terry Butikofer, Randall Kemp

**Guests:** Cheryl Foster, Rico Barrera, Melinda Smyser, Shannon Brady, Georgia Smith

**Staff:** Wendi Secrist, Paige Nielebeck, Matt Thomsen

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

**Welcome**

**Roll Call – Quorum not met**

**Review Agenda**

Ms. Secrist briefly went over the agenda. No additions or changes to the agenda.

**Approve Minutes from November 13, 2018 Meeting**

Since a quorum was not met this item has been moved to the next meeting.

**ADA Programmatic Assessment Training**

There are 25-30 people signed up for the ADA Programmatic Assessment Training. It is scheduled for Monday, December 17 from 1-5 at the UI Water Center. Everyone will be sent a document to review before the meeting to get them started thinking about Programmatic Accessibility. It is possible we will not have the final check-list by the training however, the training is not designed around the checklist. The training is going to be a combination of what is required under WIOA and ADA and show examples of assistive technology and how persons with disabilities use these assistive devices.

This training is a starting point. It will give enough information for assessments to be completed. As a reminder, ADA Assessments are required annually.

### **Rubrics for Certification Review**

Ms. Secrist reviewed other states to see if they used a specific methodology for One-Stop Certifications. Ms. Secrist went over the One-Stop Certification Procedures Statement and One-Stop Certification Scoring Examples. See attached document.

Is Montana's process separate from their policy? Are we thinking of adding a process addendum to Idaho's policy?

- Montana's process is incorporated into their policy. By early next year we will need to begin looking at updating Idaho's policy. We are required to update the policy every 2-years. Adding the process into the policy is something to explore when the policy is being updated.

According to the policy now, sending in the completed self-assessment is the trigger for requesting certification. The One-Stop Committee then reviews it and decides if they are certified or provisionally certified. None of our One-Stop entities have been publishing data at a local level. We have asked for a proxy for that information. For the Department of Labor, regional data is the lowest level of data available so we are asking for the funding allocation and planned number of individuals to be served for the current year and the allocation and actual number served for the prior year. For the other WIOA partners, they only report at the state level so the proxy being used is asking them if any of them are under a performance improvement plan. Moving forward, the One-Stop Committee will need to have a discussion to ensure that every partner is being treated equal (i.e. does everyone report regional data).

The Committee likes both procedures that were presented by Ms. Secrist. The Yes, No option is very straight forward. They are either complaint or not. The 1-5 scale offers a chance to be able to see how far off they are from being certified. Maybe use Yes, No for each criteria and then an overall score of 1-5.

The One-Stop Committee will also need to have a discussion about provisionally certified centers and what the timeline should be to earn full certification.

### **Review Certification Data for Regions 4,5, and 6**

We have to note any deficiencies and make any recommendations on coming into compliance. As a committee we could go through and review the information that was provided as part of the self-assessment and where, as committee members, we feel they are not meeting compliance. The we could direct Terry to focus on those areas during his on-site visits. This would help the committee to create a recommendation for improvement. It is important for the Committee to remember that if they are just in need of more information to give the one-stop a chance to provide that information rather than just marking that they are not in compliance.

The goal was to complete half of the on-site visits completed in the spring.

Will the certification be completed before Mr. Butikofer makes his visits?

- It states that it will be done before his visit, but that then includes noting deficiencies and coming up with an improvement plan. It seems more logical to wait to certify until the visit has been completed.
- It is important to ensure that the comprehensive centers be visited first (Idaho Falls and Lewiston).

It would be easier for Mr. Butikofer to do an onsite review and then report back to the committee on things that did not match their self-assessment and opportunities for improvement. The Committee could then decide if they should or should not be certified.

It would be nice to have the programmatic assessments completed before Mr. Butikofer makes his visits to the sites but the timelines may not match up.

The Committee agrees that the Mr. Butikofer will take the self-assessments, conduct site visits of Regions 2 & 6 and bring back noted deficiencies and the action plan to address those deficiencies (with the local office input) to the committee for review. The Committee will then decide if the center will or will not be certified.

### **January Meeting Priorities**

The Council during the October meeting decided they wanted to integrate face-to-face committee meetings into the agenda. Does the committee want to combine the One-Stop Committee with the WIOA Advisory group?

- The Committee would like to combine the meeting with the WIOA Advisory Group at the January 10 Council Meeting.

**Adjourned at 11:43**