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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes

April 9, 2019

One-Stop Committee Members: Jane Donnellan, ~~Shannon Brady~~, Terry Butikofer, ~~Beth Cunningham~~, ~~Korene Gonzalez~~, ~~Dwight Johnson~~, ~~Randall Kemp~~, Birgit Luebeck, Laurel McMahan, ~~Jan Nielsen~~, Terry Cruz, Kellye Sharp, Cruz Gallegos (proxy for Dwight Johnson), Sarah Buenrostro (proxy for Shannon Brady)

Guests: Cheryl Foster, Kristen Wolff, Jessie Oettinger

Staff: Wendi Secrist, Paige Nielebeck, Caty Solace

Called to Order at 10:32 AM

Welcome

Roll Call – quorum met

Review Agenda -no changes to the agenda

***Approve February 20 and March 12, 2019 Meeting Minutes**

Motion by Mr. Butikofer to approve the minutes as written. Second by Ms. McMahan.

For the March 12 minutes, if we get CTE, Health and Welfare and Unemployment Insurance to join the state plan, we will be submitting a combined plan. The language will be changed to clarify this point.

Motion carried.

Introductions – WIOA Implementation Evaluation Study

Kristen Wolff introduced herself and her colleague. They are working on a WIOA Implementation Study for the US Department of Labor. They are doing site visits to 18 states.

They shared a document that explains what is going on with the study. Please see attached document.

***Region 2 Comprehensive Center – Certification Review**

Mr. Butikofer reviewed the Region 2 Certification Review. See attached documents.

The centers are looking for more direction on customer feedback (what questions they should be asking, etc.).

Mr. Butikofer would like to recuse himself from the vote on the Region 2 Comprehensive Center Certification.

Motion by Ms. Gallegos to provisionally certify the Comprehensive Center in Region 2. Second by Ms. Luebeck. Motion carried.

Mr. Butikofer will be providing information on the Region 2 affiliate centers at the next meeting.

Mr. Butikofer raised a question about how not having an MOU will impact his visits to affiliate centers in other regions.

- We will start working to get an MOU in each region as a comprehensive center is identified, but we have a statewide MOU that covers the other centers.

Programmatic Assessment Summary for IDOL Affiliate & Comprehensive Centers

Ms. Sharp reviewed the programmatic assessment summary for IDOL Affiliate & Comprehensive Centers. See attached documents.

The Idaho Department of Labor EO Officer, provided an opinion that all the offices met the intent of the programmatic accessibility. The checklist was provided by the State EO Officer, Susan Buxton. Susan is planning to come to the May meeting to provide her expectations, as the State EO Officer, on how deficiencies are corrected.

Are these tools posted on the Council site?

- The Council is planning to do a refresh of their site and this will likely live in the WIOA section.

How were the clients chosen to take the EO survey?

- It was a random selection across all 3 programs. The idea was to get as many to participate as possible with a minimum of 25% of the clients in each office.

The Customer Satisfaction form was for their satisfaction with the programmatic portion, correct?

- Yes, that is correct.

When we refresh our policy we need to figure out how to handle the ADA Assessments that are required to be updated every year, the certification policy that is required to be updated every 2 years, and then the actual certifications that must be updated every 3 years.

Update from WIOA Partners – Status of Physical and Programmatic Assessment

CTE (Adult Ed):

James Barrett-Spencer (Perkins) said the office of civil rights already requires an ADA Assessment. It is very similar, but he is unsure how it overlaps and how to move forward. If there are processes already in place they do not need to do another one. They need to figure out how to leverage the information that is already available. For Adult Ed, in two regions, they are part of the affiliate centers so they are aware of the assessments. The other regions could benefit from more training and information.

Commission on Aging:

Ms. Luebeck is going to work on getting information out to their offices. She will also reach out to find out where each center is on this process.

ICBVI:

There is some confusion on what the expectation was for some of the partners to move forward on some of this assessment.

VR:

They have not done anything yet, but Jane has a meeting with staff who went to the physical assessment training. The goal is to offer a train the trainer session in August then systemically move that out into the field. There are some questions about the programmatic assessment (what tools do we use, etc.). We are waiting for an update from Susan Buxton. The training on the programmatic assessment was great, but the EO form is much shorter.

WDC:

Ms. Nielebeck has a goal to complete the Programmatic Assessment by July 31, 2019.

Draft WIOA Service Provider Selection Policy

Ms. Secrist walked through the Draft WIOA Service Provider Selection Policy that is being presented to the Council on April 11. Please see attached policy.

Ms. Secrist also shared a timeline of the state plan and procurement processes. Please see attached timeline.

We wanted to the state plan and procurement process to coincide. North Idaho College, Idaho Youth and Adult Services, and IDOL are all aware of this process.

WIOA State Plan Process Proposal

Ms. Secrist went over the proposed WIOA State Plan Process. Please see attached document.

Ms. Secrist suggests that we do 3 public meetings in each region to convey that we value input from all our partners. It is also important to make sure that we are writing the plan to ensure that people who are not familiar with WIOA can understand what services we are providing to Idaho. The more we can do to combine in with other agency meetings would be beneficial. That way they are not receiving multiple regional visits from multiple agencies.

The new Economic and Workforce data comes out in July. We did just update it in January. We need to figure out how we want this data formatted.

There will also be a 30-day public comment period once the final draft is completed.

If we wait until Fall, we would have to meet weekly. If we start now we can make this a less overwhelming process and get high-quality public input.

This will be taken to the WIOA Advisory Group and a more detailed timeline will be created.

Motion by Ms. Donnellan to adjourn. Second by Ms. McMahan. Motion carried.

Adjourned at 12:06 PM