

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes May 14, 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~~, Gloria Galvin (proxy for Shannon Brady)

Guests: Susan Buxton

Staff: Paige Nielebeck, Wendi Secrist, Matthew Thomsen, Amanda Ames

Called to Order at 10:31 AM

Welcome

Roll Call – quorum met

Review Agenda

No additions to the agenda.

***Approve April 9, 2019 Meeting Minutes**

Motion by Ms. McMahan to approve the April 9 meeting minutes as written. Second by Mr. Kemp. Motion carried.

ADA Expectations from the State EO Officer

WIOA was amended recently by Congress and the CFR's were all redone. Part of this required the state to submit one non-discrimination plan. In the meantime, we have had the ADA inspectors trained and completed ADA inspections of all Labor One-Stop facilities. There are still facilities in the One-Stop system that have not been inspected yet (CTE, IDHW, VR, etc.).

Ms. Buxton would like an update on where the other partners are in their physical assessments.

A training was offered on December 17 for the ADA Programmatic Assessment. IDOL offices have sent in their self-assessments, but Ms. Buxton would like to see responses from each of the other partners.

If anyone has any questions they should reach out to Ms. Buxton or Doug Werth.

As we are working on our state plan update for 2020, we need to pull together a list of all the WIOA partner facilities. This will make it a little easier to keep track of the status of ADA assessments since they have to be done annually. We are talking about all partners under WIOA whether they are comprehensive, affiliate, or network site. Ms. Nielebeck will reach out to all of the partners to collect the information on their facilities.

In addition, now that we have a State EO officer that resides outside one of the individual partner agencies, we need to start referring back to the State EO Policies rather than having individual policies. Ms. Buxton would like to have more communication on this subject.

CTE is working to ensure that the colleges are ADA Compliant under Perkins and Title II. If they have already done an ADA Assessment we do not have to duplicate it, but we need to record that it has been done. CTE has a schedule of a timeline of when they will be visiting the institutions. They will send this schedule to the WDC Staff and Ms. Buxton.

VR is planning on August 15 to have a full day training for Programmatic and Physical Assessments. It will include all the regional managers from across the state. Ms. Donnellan asked what the timeline for completion is.

- Ms. Buxton would like us to send her an e-mail with our efforts and if there is a red flag she can address it with the agency.
- The Committee would like to set a goal to have all of the physical assessments completed by the end of the calendar year.
- It was requested that Ms. McMahan share the template that Labor uses to summarize their physical assessments.
 - CTE has a schedule of a timeline of when they will be visiting the institutions. They will send this schedule to the WDC Staff and Ms. Buxton.

How long do we allow a center to be provisionally certified?

- We may not be able to be black and white in the policy.
- It comes down to the factors of why they are being provisionally certified and how long it will take to fix issues, etc.
 - ADA fixes could be decided on a case-by-case basis.
 - We have to be careful when we use the terms progress because that can mean different things to different people.

***Moscow, Orofino, Grangeville Certification Review**

Mr. Butikofer reviewed the North Idaho Certification Visits with the Moscow, Orofino, and Grangeville Affiliate Centers. Please see attached documents.

The centers were under the impression that there was a statewide committee formed that is working on making all handouts, flyers, etc. 508 compliant and translating them into Spanish. This will be looked into by Ms. McMahan.

The centers would like guidance on what feedback they should be asking from their customers.

There were no questions or comments on the certification visit to Grangeville.

Motion by Mr. Johnson to provisionally certify the Grangeville Affiliate Center. Second by Ms. Cunningham.

Mr. Butikofer and Ms. McMahan abstained from the vote on the Grangeville Affiliate Center Provisional Certification.

Motion carried.

There were no comments on the certification visit to Moscow.

Motion by Mr. Kemp to provisionally certify the Moscow Affiliate Center. Second by Mr. Johnson.

Mr. Butikofer and Ms. McMahan abstained from the vote on the Moscow Affiliate Center Provisional Certification.

Motion carried.

Orofino asked if they were required to have resources available in Spanish because they do not have a large Spanish population. Mr. Butikofer asked that someone respond back to them and provide guidance.

They seemed to have the most foot traffic of any of the offices that were visited in this trip. People were coming in asking a lot of different questions on workforce development.

Motion by Ms. Cunningham to provisionally certify the Orofino Affiliate Center. Second by Mr. Johnson.

Mr. Butikofer and Ms. McMahan abstained from the vote on the Orofino Affiliate Center Provisional Certification.

Motion carried.

This is the second region that we have completed the provisional certification for. One of the questions that was brought up in a previous meeting was how we notify the centers that they

are provisionally certified. The WDC Staff can go through the summaries from Mr. Butikofer and create a letter to the centers letting them know they were provisionally certified and list the items that need to be fixed to allow them to be certified.

- It is hard to see how we can grant full certification if they are not ADA compliant.
- All of the offices have submitted their self-certifications, but there are still more regions to visit. Now that the comprehensive centers have been assessed, how do we decide where to put our focus next?
 - IDOL has set a goal of having one comprehensive center in each region. It should be a priority to have those comprehensive centers fully certified and then focus on the affiliate centers.
 - It might be possible to have these two processes happening simultaneously (certification and becoming a comprehensive center). IDOL and Mr. Butikofer should coordinate their efforts.
- The Committee is comfortable with staff putting together a letter for the centers letting them know they are provisionally certified and what areas they need to work on before full certification. The Committee would like to have those letters sent to them on an informational basis.

WDC State Plan Public Input Process

Ms. Secrist share a draft schedule for the public input process. Please see attached schedule.

We need to ensure that our rural communities are being heard and that we understand what barriers they have for providing services. The shared schedule is a draft and not set in stone. The WDC Staff would like feedback on the schedule.

It would be nice to have a representative from each core partner at each session. It can be someone from a local office in that area.

It can be hard to get people to attend these sessions.

- We do have economic development professionals, Labor offices, Idaho Rural Partnership, and the Libraries to help encourage people to come to the sessions.

It would be helpful to include this process in the public input portion of the Perkins State Plan as well.

The dates listed are up for adjustment. There will be a large group of us traveling to Pocatello in July so it is a good opportunity to reach certain regions.

We could leverage the libraries to help host some of these sessions.

The Committee members would like to take this schedule back to their teams, get feedback, and send it to the WDC Staff. The members have been asked to give feedback by June 1.

This will be shared with the WIOA Advisory Group on Friday.

WDC Strategic Plan – Input on Strategies

At the April 11 Council Meeting the Council created high level strategies. The next step is for the Committees to give input on objectives of how these strategies can be completed. The WDC Staff is working on creating a survey to give each Committee member the opportunity to come up with objectives. Ms. Nielebeck will have the survey completed soon and it will be sent out this week. It has been difficult to try and brainstorm over the phone, so the staff thought this would be an easier way for each member to provide input. At the June meeting we will be able to go through the objectives that the Members came up with and refine them to present to the Council in July.

Motion by Ms. Cunningham to adjourn. Motion carried.

Adjourned at 11:50 AM