

BRAD LITTLE
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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes October 24, 2019

One-Stop Committee Members: Jane Donnellan, ~~Shannon Brady~~, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez~~, ~~Dwight Johnson~~, ~~Randall Kemp~~, ~~Admir Selimovic~~, ~~Laurel McMahan~~, ~~Jan Nielsen~~, Terry Cruz, Molly Valceschini (on behalf of Dwight Johnson)

Guests: Rico Barrera, Amy Hohnstein, Kristyn Carr, Hannah Felt

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

Called to Order at 2:03 pm

Welcome

Roll Call – quorum not met

Review Agenda – no changes to the agenda

***Approve September 23, 2019 Meeting Minutes**

Moved to the December meeting.

***Pocatello Certification Review**

Moved to the December meeting.

WIOA State Plan – Timeline Overview

The instructions for the 2020-2024 WIOA State Plans were issued a few weeks ago. Ms. Secrist and Mr. Barrera reviewed the instructions to identify changes and create a preliminary timeline for the State Plan Process. Please see attached document.

Ms. Secrist asked the state plan partners to provide her with the name of the person from their entity who will be the point of contact/sending information to Mr. Barrera for the State Plan.

She asked the committee to think about setting a goal to conduct a system wide assessment. It would be an opportunity for the one-stop system to look at itself holistically.

- A system wide assessment would not take the place of individualized assessments.
- This is something for the committee to think about as the State Plan is being developed the decision can be made once the plan is drafted.

Ms. Secrist was asked if there is a new round of funding for SLDS. She will inquire.

The WIOA Advisory Group will do the majority of the writing of the State Plan. The due date has not been published.

Infrastructure Cost Sharing Discussion

The Idaho Department of Labor continues to think through options to streamline the process. The annual maintenance cost for Live Better Idaho was received from Health & Welfare, but to include it in the calculations, participant counts are now needed for all regions.

- Could IDOL get a waiver to not charge for the infrastructure cost sharing?
 - USDOL allows for waivers to be applied to the implementation of WIOA. USDOL is very explicit about which items cannot be waived. One of those items is changes to the infrastructure cost sharing process. Texas requested this change and was denied by USDOL.
- There is a mechanism in place to take the process to the Governor if an agreement cannot be reached. Ms. Secrist is meeting with the Governor's office tomorrow and will discuss it with them.

ADA/EO Update

Ms. Donnellan had a discussion with the State EO Officer to determine when information needs to be submitted for the accessibility assessments of partner offices. Ms. Buxton requests that information be sent to the EO Office before the end of the calendar year.

Vocational Rehabilitation is having their managers assess each of the office spaces where customers go for a service.

It is important to ensure that customer surveys are being filed after the data has been collected from them. Ms. Donnellan shared a sample data report and offered to share it with the committee electronically.

Are community-based organizations/contractors required to do annual assessments?

- Community-based organizations have not been required to conduct these assessments previously. There are other standards they are held to, but it would be nice to have Ms. Buxton confirm if the responsibilities are applicable to a contractor.

On November 15 there will be an Equal Opportunity Training at the Capitol Building.

Ms. Hohnstein is researching an assessment tool that can be used to assess if an internal employee is proficient to translate for customers who speak limited English.

What is the expectation to fix deficiencies found in the programmatic and physical assessments of the partner offices?

- This will not be discussed at the EO Training on the 15th. It depends on the situation. If the problem is a large physical accessibility modification, then the entity may need a longer timeline to fix the issue or look at breaking the lease on their property.
- When does the committee make the decision to grant full certification status? Post Falls was the first office that did not have any major deficiencies that needed to be corrected.
 - In December Ms. Buxton will be asked to attend the committee meeting to discuss these issues.

One-Stop Operator Procurement Process

Ms. Secrist has started working with the Division of Purchasing to develop the RFP for the One-Stop Operator. The timeline is to issue the RFP in January and have responses due at the end of February. The goal is to have an operator in place by July 1.

WDC Staff will need individuals to review the RFP and then another set of individuals evaluate the RFP. Two Ad Hoc Committees will be appointed to take on these tasks to ensure that there is no conflict of interest. Committee members are asked to let Ms. Secrist know if they are interested in participating in either Ad Hoc Committee.

Adjourned at 3:04 pm