

**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**

**June 11, 2019**

**One-Stop Committee Members:** Jane Donnellan, Shannon Brady, Terry Butikofer, ~~Beth Cunningham~~, Korene Gonzalez, Dwight Johnson, ~~Randal Kemp~~, Birgit Luebeck, Laurel McMahan, ~~Jan Nielsen~~, ~~Terry Cruz~~

**Guests:** Kristyn Carr

**Staff:**

**Called to Order at 10:33 am**

**Welcome**

**Roll Call** – quorum met

#### **Review Agenda**

A request was made to limit the discussion on the Policy Update to 15-20 minutes due to the length of the agenda. Further discussion can take place at an upcoming meeting.

#### **\*Approve May 14, 2019 Meeting Minutes**

Moved to the next meeting due to not meeting a quorum at the time of the agenda item.

#### **Resource Sharing Agreements**

A year ago, we went through the process of developing the infrastructure cost sharing agreements. They were not signed by the partners as we were waiting for the first batch of data to come in to provide accurate estimates. Ms. Carr and her team have been reviewing the data and in finalizing the agreements found that the accounting team needs real time data on a quarterly basis.

In addition, the Live Better Idaho website provided by the Department of Health and Welfare proved challenging to quantify. Ms. Carr and Ms. Secrist have been working with Ms. Brady on a

solution but there will be a few edits needed to the resource sharing agreements before they are ready for signature.

Ms. Lubeck shared that Easter Seals Goodwill has won the state contract for the Senior Community Service program. They will need to be added as an additional partner to the agreements. Experience Works continues to hold a national contract and will also provide services in Idaho.

### **NASWA State Technology Profiles**

NASWA is developing a tool on their website that is going to list the different types of technology that agencies and partners are using across the state. They are asking the agencies to provide detailed information about the technology in a spreadsheet. IDOL has been working to collect the data and is just missing information from Adult Education, TANF, and SNAP.

### **AJC Certification Policy Update**

Ms. Secrist reviewed the policy and created a red line version that integrates some of the previous discussions the Committee had. Please see attached. The official policy does not have to be updated until next April, but it is helpful to capture ideas while the process is still fresh in the committee's minds.

Ms. Secrist asked that each agency take some time to read through the policy and provide feedback on the edits.

A suggestion was made to work with the State EO Officer on the customer feedback survey. If the purpose of the EO survey to ensure that we are providing equal opportunity, then we should not be blending that with customer satisfaction.

Ms. Secrist will send the Committee the resources used from other states to help create this policy.

There were a lot of comments from the site visits inquiring about how the Council and the Committee would like them to collect customer feedback. This will be part of our strategic planning discussion.

Do we want to the language to be firm in that a center cannot be fully certified if they are not ADA complaint?

- This would be for comprehensive and affiliate centers.
- It would make some uncomfortable to say they can be fully certified if they are not ADA compliant. That is the purpose of provisional certification. It provides opportunity for the center to take the steps to become ADA Complaint.
- There may also be issues with offices who lease their space because the owner may choose not to fix the issues in the building.
- What are the ramifications of going from an affiliate to a network?
  - There are none. It is just a change in label.

- There may also be issues with rural offices not ever being able to be 100% ADA Compliant.
  - This is where the yearly reviews can help.

Ms. Secrist would like feedback from the Committee by the next Committee Meeting.

### **Testing of WIOA Joint Performance Reporting for Co-Enrollment**

Ms. Secrist reviewed the first test report of WIOA Co-Enrollments. Please see attached report. The data does not include Health and Welfare and Ms. Carr and Ms. Secrist have discussed a method to achieve this with Ms. Brady.

### **Objectives Review/Development**

Ms. Secrist shared the relevant objectives from the Strategic Planning Survey with the Committee. Please see attached document.

The Committee discussed what objectives they would like to prioritize. Please see notes on the objectives list.

The top three priorities of the One-Stop Committee are:

1. Procurement of a One-Stop Operator
2. Outreach/Communications
3. WIOA State Plan

**Adjourned at 11:58 pm**