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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes**

**June 9, 2020**

**One-Stop Committee Members:** Jane Donnellan, Shannon Brady, Terry Butikofer, Beth Cunningham, Korene Gonzalez, Clay Long, Randall Kemp, Jan Nielsen, ~~Admir Selimovic~~, Kristyn Carr, Laurel McMahan, Vicki Isakson, Cindy Lehmann (proxy for Admir Selimovic)

**Guests:** Hannah Lopez, Dan Cabrera, Mike Walsh, Molly Valceschini

**Staff:** Wendi Secrist, Paige Nielebeck, Caty Solace, Amanda Ames, Carissa Hale

**Called to Order at 10:34 am**

**Welcome**

**Roll Call** – quorum met

**Review Agenda** – no changes to the agenda

**\*Approve May 12, 2020 Meeting Minutes**

**Motion by Mr. Butikofer to approve the May 12, 2020 meeting minutes. Second by Ms. Gonzalez. Motion carried.**

**MOU's for the Idaho American Job Center Network**

At the May One-Stop Committee meeting, Ms. McMahan requested the partners review the Idaho American Job Center Network MOU templates and come prepared to the June meeting with feedback. Ms. McMahan reviewed the MOU's and recorded the feedback from the partners. Please see attached documents.

**Statewide MOU Feedback**

- Ms. Secrist requested that Ms. McMahan work with her to reword the section that references the WDC as the Workforce Investment Board. The section needs to include that the WDC is working under a waiver as part of the 2020 state plan.

- In the introduction, there is a number 2 at the beginning of the sentence “2 The Idaho Workforce Development Council (WDC) serves as the required State Workforce Investment Board as an Alternative Entity.” The 2 needs to be removed.
- Under MOU Design and Contents, the section that starts with Per 20 CFR..., the 5th bullet, has “and...” at the end. The bullet needs to be changed to say, “other methods of engagement.”
- At the end of the MOU Design and Contents section, there is a reference to attachment 1 which is terms and definitions. This reference is not accurate and needs to be removed. A reference to attachment 1 should be added in, in the appropriate place.
- Mr. Long noted that the official name of ICTE is Idaho Career Technical Education. There is not “&” in the middle of the name.
- Under the STATEWIDE DESIGN OF THE ONE-STOP DELIVERY NETWORK section, item 2, bullet formatting needs to be fixed.
- Under the STATEWIDE DESIGN OF THE ONE-STOP DELIVERY NETWORK section, item #5 should be the paragraph that starts with “Per 20 CFR...”
- Under the Affiliate and Remote Locations American Job Center section, the Committee requested the section that discusses delivery standards be copied to the section that discusses the Comprehensive Centers.
- Under the Partners of the American Job Center Network section, the section that discusses Live Better Idaho needs to be updated with a reference to DHW’s new website.
- Under the Assurances section, there are formatting inconsistencies that need to be fixed (capitalization, bolding, etc.).
- Under the Additional Terms, Review section, there is a page number in the middle of the paragraph that needs to be removed.
- Under the Additional Terms, Disputes section, Severability and Duration should be a separate section.

How often is the MOU revised?

- Every 3-years.

### **Regional MOU Template Feedback**

- On page 4, business services should be item #5.

**Motion by Mr. Butikofer to recommend the final draft of the Statewide MOU and Regional MOU template be sent to USDOL for review prior to going before the full council for approval with the above revisions and the revision of language regarding cost sharing. Second by Ms. Brady. Motion carried.**

### **Infrastructure Sharing Agreements – Review of Other State/Local Area Methodologies**

At the last meeting, the Committee discussed the challenges Ms. Richardson uncovered using co-enrollments as part of the allocation methodology. Ms. Richardson and Ms. Secrist decided to look at the Infrastructure Sharing Agreements basic requirements and methodology

examples from other states. Ms. Richardson was able to look at 20 other state examples. Ms. Secrist reviewed the Infrastructure Cost Sharing Agreement requirements and Ms. Richardson's research. Please see attached slides.

When utilizing participant counts as a possible methodology for infrastructure cost sharing, the participant count was not compared to individuals who received a service from a one-stop center. This would meet RSA's requirements. Does IDOL collect data on every individual who enters a job center?

- The data collected varies from center to center. The centers that collect the data have a manual sign-in and self-service data. IDOL does not differentiate between self-service at home or in a center.

Should clarity be added to the Statewide MOU that reflects how other states have delineated that only collocated partners contribute to the infrastructure cost until sufficient data exists to share among other partners?

- The intent of WIOA needs to be reflected in the MOU. There is intent to do infrastructure cost sharing and share customers. If the intent is when an individual comes into a one-stop center they are provided with a broad introductory level of services, then that needs to be represented in the MOU.
- The intent is to recognize that all the partners work together as a system and all partners work to support the system. The partners recognize that all programs need to meet uniform guidance and cost share, but the agencies do not have the data needed yet. The MOU language should reflect that cost sharing will be specific to collocated partners until a methodology can be identified that meets uniform guidance for all partners.

Ms. Secrist will make the above change and pass it to USDOL for review. The Committee will have a chance to see the feedback from USDOL.

### **WDC Strategic Plan – Review One-Stop Committee Objectives and Next Steps**

Ms. Secrist reviewed the One-Stop Committee objectives the Council approved last July. Please see attached slides.

#### **“Develop and implement outreach plan for the One-Stop System.”**

The Committee developed the regional WIOA brochures to help communicate services available through the one-stop system.

- Does the Committee feel this objective has been accomplished?
  - The local committees and subcommittees are working on this goal currently.
- This goal was included in the WIOA State Plan. This will be an ongoing objective for the Committee. Ms. Secrist reviewed the action items from the WIOA State Plan. Please see attached slides.

#### **“Develop and gain approval for the 2020-2024 WIOA State Plan.”**

ICBVI received guidance from RSA that some changes need to be made to their state plan.

**“Procure the One-Stop Operator and Title I Service Providers.”**

Applicants for the One-Stop Operator procurement as being interviewed tomorrow.

The Title I Service Provider procurement is under way. The goal is to have the RFP out by late October, early November.

**“Continue implementation of the May 2019 plan for cross-training of staff, functional redesign & business services, and common intake & data sharing.”**

The objective has been adapted in the WIOA State Plan. Three regions have completed training and the other three regions are ready to start once groups can start meeting again. The Committee recognizes that common intake and data sharing needs work. It is hard to put together a common intake process and data sharing when co-enrollments numbers are just starting to be collected. The Committee needs to invest time into improving the referral process and then look at the technology for a common intake process.

Ms. Secrist asked for one to two volunteers to represent the One-Stop Committee on a Strategic Plan committee to work on a high-level overview of the WDC’s strategic plan.

- Volunteer 1: Terry Butikofer
- Volunteer 2: Molly Valceschini

Moving forward, the Committee needs to begin thinking about how the One-Stop Committee, WIOA Advisory Group, and Regional teams all interact with each other. Each group needs clear direction. Next month the Committee can have an in-depth discussion about each of the roles.

**State Plan Goals – Technical Assistance Scope of Work**

At the May Committee meeting, the Committee reviewed the WIOA State Plan goals and asked Ms. Secrist to provide a scope of work if the Committee were to request technical assistance from USDOL. Ms. Secrist presented a scope of work proposal for technical assistance. Please see attached slides.

Would the consultant be paid out of WIOA funds?

- USDOL will cover the cost of the consultant.

Where did the customer flow observation exercise come from?

- In the WIOA State Plan, one of the goals is identifying gaps and opportunities in the workforce system. Ms. McMahan came up with the idea from graduate program projects she conducted. Those projects contained observation periods to collect data.
- Ms. Secrist would work with the consultant to refine what the observation period would look like.

IDVR is concerned with the proposal to work on value statements because they are currently working on strategic planning around business engagement according to WIOA standards.

Having a USDOL consultant also come in and work on the value statements may muddy the waters.

The Region 6 Business Services Team is asking for clarification on who the audience would be for value statements (e.g. is the audience the Council or the general public). They are unsure if they should skip creating a value statement and create goals, but goals will need to fit within the value statement. If the goal of the value statement is to guide the committees and subcommittees then the statements should be created at a statewide level.

The Committee does not have to reach a decision today. Ms. Secrist asked the partners to think about the options presented and be prepared for discussion at the July meeting.

**Motion by Mr. Butikofer to adjourn. Second by Ms. Valceschini. Motion carried.  
Adjourned at 12:04 pm**