

**BRAD LITTLE**  
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*Chair*

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*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes October 13, 2020**

**One-Stop Committee Members:** Jane Donnellan, Shannon Brady, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez~~, ~~Admir Selimovic~~, Adrian San Miguel, Kristyn Carr, Vicki Isakson, ~~Jan Nielsen~~

**Guests:** Sarah Nash, Haley Westenskow, Hannah Lopez, Laurel McMahan, Molly Valceschini, Dan Cabrera, Liesl Milan

**Staff:** Wendi Secrist, Paige Nielebeck, Matthew Thomsen, Jeffrey Bacon, Caty Solace, Amanda Ames

**Called to Order at 10:30 AM**

**Welcome**

**Roll Call – Quorum Met**

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

**\*Approve September 8, 2020 Meeting Minutes**

**Motion by Ms. Cunningham to approve the September 8, 2020 meeting minutes as written.  
Second by Mr. Butikofer.**

At the September 8 meeting, there was discussion around Ms. Donnellan and Ms. Buxton connecting with Division of Purchasing to discuss bilingual assessment tools. DHR should be the initiator of this discussion. Ms. Donnellan and Ms. Lopez will connect to work on this item.

**Motion carried.**

### **ADA Assessments/EO Surveys – Coordination & Due Dates**

Ms. Nash reminded the partner agencies to complete the EO surveys and submit them to the State EO Officer. The surveys were due September 1. As Ms. Nash's role is progressing, she is creating a tracking system for the completion of the EO surveys.

The partner agencies are required to conduct ADA physical and programmatic assessments and the EO surveys on an annual basis. It is important to remember the deadlines set for these items. The EO surveys ultimately go to Ms. Buxton for a report due every December.

VR does not have a template or guidance on submitting a report on the EO surveys. Is that something each agency creates or is there a universal template for the agencies to use?

- The agencies need to come up with consistency on who is being surveyed, what percentage is being surveyed, and how the survey is being delivered. It would be nice for the Committee to create guidelines around this.
  - It can be difficult because each agency identifies a customer and participant differently.
- Ms. Nash will reach out to each agency to gather when they are offering the survey and get a sense of best practices. Ms. Buxton is looking for a recommendation from the Committee on the best time to conduct the EO survey.
- It is not required for an individual to fill out the EO survey so it can be difficult to create a set plan of how the data is collected.

### **Statewide MOU – Live Better Idaho Update**

As Ms. Secrist and Ms. Nash looked at the Statewide MOU's, they realized the MOU's will need to be changed in a month or two once Live Better Idaho content shifts over to DHW's new site. Ms. Secrist and Ms. Nash decided to hold off on getting the MOU's signed until the shift has taken place, so the MOU's are up to date. Once the changes are made to the MOU's, the Committee can recommend the approval of the MOU's to the Executive Committee, and the Executive Committee can approve the MOU's for signature. There is an active MOU in place, but it is out of date.

Right now, it is still looking like December or January before the new Live Better Idaho site will be ready. Ms. Brady will keep the Committee up to date.

Ms. Secrist will work with Ms. Nash and Ms. Brady on the updated language for the MOU.

### **Infrastructure Cost Sharing Update**

The WDC and IDOL, as state board/state administrative entity, decided to take a step backwards, revisit the requirements of cost sharing agreements and use that as an opportunity for Liesl Milan to get started on the agreements. Liesl replaced Vicki Parkinson and will ultimately oversee the implementation of the agreements.

There will be a meeting in early November to get started on the work.

## Idaho Launch Program Overview & Resources

Last Thursday, the Idaho Launch site officially went live at the WDC meeting. Ms. Solace provided an overview and tour of the Idaho Launch site. Please see link.

<https://idaholaunch.com/>

The WDC has created a host of outreach materials for our partner agencies to use. Many of the agencies were interviewed to help develop the materials and tools. By the end of the week, a short training video will be sent out to provide staff with a walkthrough of the site and basic information on how to make referrals to Idaho Launch. The outreach materials will be uploaded to the Idaho Launch site for easy access to anyone.

Through December 30, the WDC can pay for 100% of training because of the CARES Act funding. If the request is not COVID-19 related, the individual will work with IDOL to determine if other funding sources are available to them before utilizing Idaho Launch funds.

The WDC staff is negotiating licenses to LinkedIn Learning for the Idaho Launch program. LinkedIn Learning has a comprehensive library of courses. There have been a few hiccups getting an agreement with LinkedIn Learning in place, but hopefully the WDC staff will have one soon. Ms. Secrist asked everyone to think about how LinkedIn Learning can be utilized and ensure the licenses are being utilized.

All of the IDOL Career Planners are trained to get people approved for the Launch Program. IDOL will have one final training to get final details in place. IDOL asks other agencies to send them as many Launch referrals as they can. The referral process should be smooth, but this is a new process for the Career Planners. IDOL would like to report back to the Committee on the process in a month or two.

VR expressed concern that an individual will go through the process and be directed down a path that VR is not able to support. It is important that IDOL is aware when an individual is a participant in another program so the support being provided is not contradictory.

How are the Career Planners going to determine the aptitude of the individuals for the training they are interested?

- Launch is not based on a whole career plan or the same type of intensive case management as the WIOA programs. It should support rather than prevent them from going down a pathway from another WIOA funding stream. A full assessment is completed with the individual to determine the level of support they need. If they need the full WIOA support, it will be noted that they mentioned or were interested in Launch at the beginning. Launch is last resort funding if the other programs will not work for them.
- The co-enrollment is a self-report question, so they have to identify if they are in a VR program, SNAP, etc.

- IDOL does have the right to tell an individual that Launch or the training they are interested in is not a good fit. IDOL will work to get them into the kind of training that would be a good fit or help them with basic skills.
- If the agencies feel there is information that is not being gathered during the assessment, please send Ms. McMahan and Ms. Solace an e-mail.

The list of training on the Idaho Launch site will be refreshed after the Policy Committee meets next week. The Committee is discussing supporting apprenticeship training and a few other areas of training (e.g. CDL). The site tells individuals to check back frequently since new training will be added. The trainings currently on the site are based off the results of an Employer Survey conducted across Idaho. The WDC made it possible for the Policy Committee to approve additional trainings to be added to Idaho Launch on a monthly basis. The CARES Act Funding can only be used until December 30, so the WDC is working to get as much information out as possible. Launch will be continually refreshed to ensure the trainings are relevant.

**Unanimous consent to adjourn. There was no objection.**

**Adjourned at 11:21 AM**