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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes May 12, 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, Molly Valceschini (proxy for Clay Long)

**Guests:** Amy Hohnstein, Hannah Lopez, Mike Walsh

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

**Called to Order at 10:30 a.m.**

**Welcome**

**Roll Call**

#### **Review Agenda**

Ms. Secrist requested an agenda item be added to review the feedback from USDOL on the State Plan. The item will be added after the minutes approval.

#### **\*Approve April 14, 2020 Meeting Minutes**

The date at the top of the minutes should read April 14, 2020.

**Motion by Mr. Butikofer to approve the April 14, 2020 meeting minutes with the above date change. Second by Ms. Valceschini. Motion carried.**

#### **State Plan Feedback/Updates**

Ms. Secrist reviewed the feedback from USDOL and the updates that need to be completed. Please see attached document.

The WIOA Advisory Group will meet on Friday. Most of the edits will be relatively easy to fix.

#### **One-Stop Operator Update**

IDOL updated the regional and statewide MOU's due to address a finding USDOL issued during monitoring. USDOL issued the finding because the current MOU's did not reflect the new IDOL service delivery model and do not clarify how the service delivery model looks across all partners. The MOU's will need to be updated every 3-years. Once the final versions of the MOU's are in place, they will need to be signed.

### **Review Updated MOU Drafts**

Ms. McMahan reviewed the new statewide and regional MOU's. Please see attached documents.

### **Statewide MOU**

The goal of the changes made was to clarify how the services are delivered and how the services are provided equitably.

### **Regional MOU**

The goal is to have the same MOU template used for each region with the region-specific information filled in locally.

The flow of the regional MOU mirrors the statewide MOU, but there is the addition of regional descriptions. The idea is to have the same information collected from region to region. IDOL created templates for attachments to the MOU to ensure that regional specific data is able to be collected. These attachments can be changed at any time if staff or addresses change without having to get the entire MOU signed again. Ms. McMahan reviewed the new attachment forms. Please see attached documents.

At the meeting when the MOU's are discussed, will IDOL be seeking signatures?

- It will depend on how far the One-Stop Committee has gotten on the approval process. The feedback from the Committee needs to be incorporated before the MOU's are signed.

The full Council needs to be asked to approve the MOU and sign it. All the partners will need to go back to their entity and ask for approval to sign the MOU. Right now, IDOL wants to ensure that all of the partners are ok with the changes. Each partner has been asked to take the MOU's back to their entity and take a deep dive into the MOU's and provide feedback. Then at the next One-Stop Committee meeting the feedback can be discussed and the Committee can make a recommendation to the Council.

### **Infrastructure Cost Sharing – Review model based on co-enrollment**

At the last meeting the Committee talked about the finding USDOL issued due to infrastructure cost sharing agreements not being signed. Ms. Donnellan talked to RSA and they declined the option to use participant counts for the model. The Committee then decided to try using co-enrollments. Ms. Secrist worked with Gail Richardson to gather co-enrollment data and develop estimates based on co-enrollments from regions 2 and 6. Ms. Secrist and Ms. Richardson ran into a snag when trying to substitute co-enrollment numbers in for the contribution rate. Co-

enrollments do not add up to 100% of participants. Co-enrollments are a sub-set of participants. It will be a little more complicated to think through a methodology to use co-enrollments. Ms. Richardson also looked at other states for examples and found a few where infrastructure costs were only shared between entities that co-located. The initial assumption was that all entities needed to contribute to cost sharing. After exploring some options Ms. Richardson and Ms. Secrist want to look at current infrastructure cost sharing and compare them to other state infrastructure cost sharing agreements to see if something similar can be done.

As Ms. Richardson started collecting co-enrollment data a question came up if the intention is to have a comprehensive center in Boise and Caldwell, how are the regions subdivided? The WDC will need to collect region maps from each entity to ensure everything overlaps the way it needs to.

- VR is currently reworking the geographical layout of the Treasure Valley.

### **WIOA State Plan Goals – Discuss Next Steps**

Ms. Secrist reviewed the WIOA State Plan Goals that the Committee set. Please see attached document.

#### **“Increase public awareness of and access to career education and training opportunities.”**

The WDC is working with the US Chamber Foundation on a Talent Pipeline Management (TPM) Systems where 30 individuals will be trained to create connections between business and education. A few of those individuals will be trained to then train another cohort of individuals to continue the work. The goal is to help the information flow from what our employers need to how the workforce and education system can support them.

- How were the 30 individuals chosen?
  - It was a group effort between CTE, IACI, the WDC, and a few others. Ms. Secrist can share the list of 30 individuals with the Committee. The individuals chosen are people who already have relationships with businesses and are working with them locally.

The Idaho LEADER group is working on defining high quality credentials. The group is identifying which credentials employers are looking for in jobs postings. Degrees will also be included in the list. The goal is to communicate to job seekers the types of credentials and degrees employers find valuable.

The Outreach Committee is working on creating packets on different career pipelines to provide to rural communities. These packets would provide individuals an overview of the occupation and then direct them to the next steps to get more information.

#### **“Improve the effectiveness, quality, and coordination of programs and services designed to maintain a highly skilled workforce.”**

The WDC and partners are working on analyzing the effectiveness of the service delivery models, but things are moving slowly due to COVID-19. Some of the CARES Act Funding going to

the libraries is going to help in rural communities to provide access and address broadband issues across the state. COVID-19 has highlighted how lacking the broadband is in certain area of Idaho.

**“Provide for the most efficient use of federal, state, and local workforce development resources.”**

The Committee has expressed interest in wanting to create value statements for the services offered by our partners. This was to ensure that the value of the services can be clearly articulated to anyone in Idaho. An option would be to ask USDOL for technical assistance to work with the partners to create value statements. USDOL could also help identify gaps and opportunities under improving public awareness and access to the workforce system.

- It would be valuable to get technical assistance in both areas. Getting the assistance would address some of the struggles that this Committee has been facing.
- Getting technical assistance would depend on the capacity of the partners during COVID-19.
- Ms. Secrist will put together a high-level scope of what the technical assistance would look like and then collect feedback from the partners on it.

**Service Delivery under COVID-19 Updates**

Ms. Donnellan asked the partners to provide updates on service delivery during COVID-19.

**IDOL**

IDOL staff are continuing to work from home and offices are not open to the public. IDOL is offering services as necessary (curbside or appointments at work sites) to complete paperwork. IDOL’s reopening plan is still in process. There are a few issues logistically IDOL is working through (needing cleaning supplies to keep public areas clean, ensuring social distancing requirements can be met, etc.).

Unemployment is also working to come up with a plan of how to operate a public office. More than ten people could show up at a time to get help.

IDOL is exploring additional tools for virtual service delivery, including online interviewing preparation. IDOL wants to provide the best tools to their customers.

**Libraries**

Workforce development is a priority for the funding the state is getting from the CARES Act. In the last recession, libraries were a common place people went to seeking employment assistance. When the libraries are finally able to open up, they are expecting something similar to take place. The libraries are working with partners to create process flows to prepare librarians to help individuals coming in looking for employment help.

**ICVBI**

Most of ICBVI’s staff is working from home, but a few are still working in the Boise office. Based on the 4 phases of reopening Idaho, they plan to start bringing employees back to the office on

May 12. One to two people will be in every office across Idaho. All employees will be back by June 13 if reopening goes as planned.

June 1-15 the offices will be closed to the public, but clients will be able to make appointments. A plexiglass barrier will be put at reception. ICBVI has started creating video trainings for ATC and putting them up on their website. ICBVI has started a book club with a weekly discussion for their students. The summer program will be online rather than the normal residential work experiences. College Days Summer Program will also be adapted to online.

ICBVI is doing their best to continue serving clients and finding ways to engage young adolescents online.

### **CTE/Adult Education**

The CTE staff will begin phasing back into the office starting mid-June.

Adult education programs are delivering services remotely. All GED sites are closed. Some testing sites are starting to slowly open this week. Online proctoring will be coming mid-June. Adult education programs are preparing for a possible second round of the pandemic. They are working on shifting more things to distance learning to be prepared for the future.

Connectivity has been a major issue with the adult education students. Students are often using one device for an entire family. A lot of adult students are using their phones but don't have reliable Wi-Fi. The instructors are working hard to successfully deliver services remotely.

### **WDC**

The WDC awarded a grant to Idaho Digital Learning to develop online soft skill training modules. The trainings were launched just recently. Ms. Secrist will share the link to the training with the Committee. The program is designed for people of all ages.

The WDC hopes to have a virtual job fair platform in place soon.

### **VR**

VR staff is working remotely. Of the 102 field staff, only 52 are working remotely. The rest are in the offices social distancing. Offices are not open to the public. Some additional staff will be brought into the offices starting next Monday, but social distancing requirements will be met. The plan is to open to the public by mid-June depending on the reopening of Idaho. The public will only be allowed in the office by appointment. VR is working hard to be sensitive to people who may be at risk.

The summer is a busy time for VR to provide opportunities for pre-employment transition services. All of the university programs on campuses have been cancelled. VR has entered into an agreement with ISU to do a virtual academy with students with disabilities. VR is moving forward with the summer work experiences provided throughout Idaho. VR has run into a few

snags with finding businesses who are still wanting to provide a summer work experience and parents who do not want to expose their child to COVID-19.

VR submitted a letter to their Congressional representatives asking for some flexibility on grants and reporting due to COVID-19.

VR is in the middle of an LSO audit and a Social Security review.

VR has seen a decline in service applications but expects an uptick in applications once things go back to normal.

**Motion by Ms. Cunningham to adjourn. Second by Ms. Carr. Motion carried.  
Adjourned at 11:57 p.m.**