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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes March 10, 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 Valsechini (proxy for Clay Long)

Guests: Mike Walsh, Amy Hohnstein, Hannah Lopez, Danilo Cabrera, Susan Buxton

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

Called to Order at 10:32 AM

Welcome

Roll Call – quorum met

Review Agenda – no additions to the agenda

***Approve December 10, 2019, January 14 and February 11, 2020 Meeting Minutes**
Motion by Ms. Brady to approve the December 10, 2019, January 14, and February 11, 2020 meeting minutes as written. Second by Ms. Carr. Motion carried.

WIOA 2020-2023 Combined State Plan and WIOA Title IB Program Plan

The WIOA 2020-2023 WIOA Combined State Plan is complete and posted for public comment on the WDC website. Agency specific plans, including the Title I-B plan which contains the waiver request for the state board to serve as local board, are either linked to or posted.

Mr. Barrera will go through the WIOA State Plan one more time to look for grammar errors and other small edits.

Vocational Rehabilitation went through the plan and are confident that projects they are working on align with the WIOA Combined State Plan.

On page 110 of the WIOA State Plan, the combined state plan is referenced at the top of the page and the dates are incorrect. Mr. Barrera will make the changes.

Ms. Brady requests that Mr. Barrera double check to ensure the Idaho Health and Welfare numbers were added to the budget plan and if anything is missing to let Ms. Brady know.

Motion by Mr. Butikofer to recommend approval of the 2020-2023 WIOA Combined State Plan with the above changes. Second by Ms. Valsechini. Motion carried.

WIOA Policy Updates

At the last one-stop committee meeting the group talked about needing to update/develop a number of WIOA policies, along with creating a new policy on the distribution of WIOA Title I-B funds. Prior to reviewing each policy, Ms. Secrist will also share a few slides that show the distribution/flow of WIOA Title I-B funds to help describe the purpose of the policies to the Full Council in April.

AJC Certification Policy and Certification Criteria

Ms. Secrist reviewed the updates made to the AJC Certification Policy and Certification Criteria. Please see attached documents.

AJC, Comprehensive Center and One-Stop Center are being used interchangeably. A one-stop center goes through the certification process to gain access to the American Job Center brand. Ms. Secrist will change the policy language to say One-Stop/American Job Center.

How is cost efficient manner defined?

- Each partner is responsible for defining cost efficient manner in alignment with their funding entity. It is a federal requirement to use the term cost efficient manner. They do not offer a definition of cost efficient.
- The Committee asked Ms. Secrist to add “as defined by the funding partner” to the language.

Motion by Ms. Brady to recommend approval of the AJC Certification Policy and AJC Certification Criteria with the above edits. Second by Ms. Carr. Ms. McMahan recuses herself from the vote.

Motion carried.

Designation of Local Workforce Development Areas

Ms. Secrist reviewed the Designation of Local Workforce Development Areas Policy. Please see attached document.

During the transition from WIA to WIOA, the Governor was required to put a policy into place on how local areas would be designated. The policy addressed initial designation, then

subsequent designation along with identifying how local elected officials could request a new local area.

Motion by Mr. Kemp to recommend approval the Designation of Local Workforce Development Areas Policy as presented. Second by Ms. Cunningham. Motion carried.

Appointment/Certification of Local Workforce Development Boards

Ms. Secrist reviewed the Appointment/Certification of Local Workforce Development Boards Policy. Please see attached document.

This policy is a companion to the Designation of Local Workforce Development Areas. It includes the responsibilities of a local area and what is required of the local board.

Motion by Ms. Brady to recommend approval of the Appointment/Certification of Local Workforce Development Boards Policy as presented. Second by Mr. Kemp. Motion carried.

Distribution of WIOA Title IB Formula Funds, Recapture, and Reallocation

Ms. Secrist reviewed the Distribution of WIOA Title IB Formula Funds, Recapture, and Reallocation Policy. Please see attached document. Ms. Secrist also shared a few slides that show how the WIOA Title I-B funds are distributed. Please see attached slides.

How can funds be transferred from one program to another?

- WIOA allows the transfer of funds between Adult and Dislocated Worker. The Governor would have to approve the transfer.

Is there a need to define the basis for obligating funds and whether there is an ability to carry over unspent funds?

- USDOL clearly outlines what funding can be carried over and what is considered obligated. The WDC and IDOL staff are working to come up with a process where the WDC can sign the subrecipient agreements so that the funds will be considered obligated. This is a challenge because the funds do not transfer from IDOL to the WDC. If we cannot address this issue, USDOL may require some of the funding to be returned.

Is there any need to spell out obligation and distribution method for the balance of state?

- The policy already does this.

Motion by Ms. Valsechini to recommend approval of the Distribution of WIOA Title IB Formula Funds, Recapture, and Reallocation Policy as presented. Second by Ms. Brady. Ms. Carr abstains from voting as the Administrative Entity. Ms. McMahan abstains as the Service Provider. Motion carried.

MOU Between WDC & ECIPDA

Ms. Secrist reviewed the MOU between the WDC and ECIPDA. Please see attached document.

Ms. Secrist and Mr. Butikofer were unable to find an MOU newer than 2005 between local area 6 and the balance of state local areas in delegating responsibilities as a local board. Ms. Secrist drafted a new MOU and Mr. Butikofer has already taken the MOU to the ECIPDA board for approval.

Motion by Ms. Cunningham to recommend approval of the MOU between the WDC and ECIPDA as presented. Second by Ms. Carr. Mr. Butikofer abstains from voting. Motion carried.

EO Customer Survey & Programmatic Assessment Tool Feedback

Vocational Rehabilitation's regional managers reviewed the EO Customer Survey and Programmatic Assessment Tool and the managers felt very comfortable with the documents. Many of their program participants are filling out the EO Customer Survey. VR is developing a system of reporting and are tracking information on the survey and assessment tool.

Is the survey offered to a program participant once or is the survey administered again when the participant is exiting the program? There are also questions surrounding assistance to non-English speaking individuals over the phone.

- It is a good idea to administer the EO Customer Survey when the participating is exiting the program.
- IDOL deals with non-English speaking individuals on the phone all the time. IDOL administers assessments to employees who wish to be Spanish interpreters. Agencies can use Language Link to help with language barriers.
 - It can be hard to know what kind of Language Link support the individual needs if they do not speak English.
 - Sometimes the children or family members of the individual are able to help describe what the individuals needs or interpret for agency employee.
- Spanish is the only language that IDOL interpreters are trained on.
- Is the EO survey translated into Spanish?
 - The survey is translated into Spanish. DHR will send it out to the Committee members.
- This is a good opportunity for agency staff to be trained on working with English language learners. The agency staff need to be trained on working with Language Link. A systemwide training could be developed to train staff.
- VR is exploring assessing some of their staff who are fluent in other languages to see if they would qualify to be interpreters. Ms. Donnellan will get an update on getting a contract for the assessments so all entities would be able to assess their staff.

Ms. Buxton requested that any additional feedback on the survey or assessment tool be provided to either her or Ms. Lopez.

IDOL Comprehensive Centers Update

Currently, there are two certified comprehensive centers in regions 1 and 6. Four other centers are seeking comprehensive status. The Boise center in Region 3 will also be seeking

comprehensive status, for a total of seven. Each of the regions have made a lot of progress on having quarterly partner meetings. The regions are working on standardizing the content for regional partner training. Each of the regions are also creating business outreach teams and developing one or two goals for that team to complete between now and the end of the year. For most of the regions, the first goal will be to establish the business outreach team and start being an active working group.

Ms. McMahan requested that the partners continue to share with their staff about the efforts of the One-Stop Centers and program the centers offer. This will help all regions stay informed.

The goal is not for each agency to lose their identity around business services, but to be able to communicate and work more closely together to provide services to Idaho. Mr. Thomsen is building a SharePoint site to house information on when the business outreach teams are meeting, outreach materials, etc. The Committee members were asked to send Mr. Thomsen the names and e-mail addresses of the individuals they would like to have access to the SharePoint site.

**Motion by Ms. Cunningham to adjourn. Second by Ms. Brady. Motion carried.
Adjourned at 12:04 PM**