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*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes February 11, 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 McMahon~~, Vicki Isakson

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

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

**Called to Order at 10:31 am**

**Welcome**

**Roll Call** – Quorum not met.

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

**\*Approve December 10, 2019 and January 14, 2020 Meeting Minutes**

Moved to the March meeting.

#### **State Plan Update**

USDOL has agreed to grant an extension for the State Plan. The plan is due by April 1. This will not impact anyone receiving WIOA funding by July 1. The One-Stop Committee will review the full State Plan at the March meeting. The One-Stop Committee will make a recommendation to the Executive Committee. The Executive Committee will then take final action on the plan. Mr. Barrera will have the draft plan to the WIOA partners by the end of the week. This will allow a month for the partners, One-Stop Committee, and the Executive Committee to review the plan. Ms. Secrist will work with Mr. Barrera to figure out the most efficient way for people to submit edits to the plan.

VR has notified the Rehabilitation Services Agency (RSA) that the State Plan will not be submitted on March 2. The combined portion of the plan will be posted for public comment

either by the end of February or by March 2. If any partners desire to post their portion of the State Plan on the WDC website there is room to post them with the combined portion of the plan. Ms. Solace will write a media release when the plan goes out for public comment.

### **EO Customer Survey & Programmatic Assessment Tool**

Ms. Donnellan, Ms. Hohnstein, Ms. Buxton, Ms. Lopez, and Ms. Secrist met, and Ms. Buxton expressed interest in gathering feedback on the EO customer survey and the programmatic assessment checklist. Ms. Buxton is referring to the voluntary self-identification survey, not the customer satisfaction survey. At the March One-Stop Committee meeting Ms. Buxton is planning to attend the meeting to discuss the EO customer survey and the programmatic assessment checklist. Ms. Nielebeck will send the two documents out to the agencies to have their staff provide feedback for the discussion.

### **AJC Certification Policy**

Ms. Secrist reviewed the AJC Certification Policy and made a few minor changes. Some of the changes included the following.

- Grammatical corrections.
- Date changes for the physical and programmatic assessments (timeline to be submitted to the State EO Officer).
- Additional examples of continuous improvement. Ms. Secrist took examples from the TEGE.

Please see attached policy for changes.

It was suggested that terminology be changed from one-stop to AJC. This policy addresses the certifications of the AJC's not the One-Stop centers.

### **One-Stop Certification Criteria**

Ms. Secrist reviewed the One-Stop Certification Criteria and made changes. Please see attached document.

Are there examples from other states on how cost effectiveness is defined?

- Ms. Secrist and Mr. Cabrera will do research and send out information they find to the Committee.
- Cost effectiveness can be difficult to define because it can be different for each agency.

“Principles of universal design are considered which designs inclusive space and materials to be available to individuals regardless of their range of abilities, mobility, age, language, learning style, intelligence, or educational level.” is a confusing sentence. This needs to be edited to be clearer.

How will Mr. Butikofer know if a One-Stop Center is 508 compliant?

- It would be beneficial to invest in professional development for Mr. Butikofer to recognize 508 compliance.

The goal is to have the AJC and One-Stop Certification Criteria ready for the April Council meeting.

### **WIOA Policy Needs**

As the MOU between the Council and ECIPDA has been reviewed, Mr. Cabrera found 3 policies referring to local areas that the Council adopted in 2015. Ms. Secrist is looking through the policies to see if they need updating. Some of the policies found on Labor's site will be moved over to the WDC site.

The Region policy sets a limitation on when local areas can ask for approval. Anyone who desires to be a local area has the right to ask the Governor. This policy will need to be updated. The Committee asked Ms. Secrist to bring an updated draft of the region policy to the next meeting.

USDOL raised an issue of how carryover funds are being allocated. Currently there is no policy in place that explains how the funds are allocated. The funds that need to be allocated are Title I-B funds. A policy needs to be created or the finding USDOL issues will not be cleared. Ms. Secrist will bring a draft policy to the March meeting.

VR reported that RSA will not allow the use of participant counts on infrastructure cost sharing. A finding will be issued by USDOL that the agreements have not been signed. Ms. Carr will look to see if referrals can be used on the agreements, but currently referral data is not available. Ms. Carr can also look into using co-enrollment data. IDOL is closer to having data on co-enrollments than referrals.

**Adjourned at 11:39 am**