

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes November 9, 2021**

**One-Stop Committee Members:** Jane Donnellan, Terry Butikofer, Beth Cunningham, Korene Gonzalez, ~~Admir Selimovic, Adrian San Miguel, Kristyn Carr, Amelia Valasek~~, Sarah Buenrostro

**Guests:** Joe Sharpe, Sam Levy

**Staff:** Paige Nielebeck, Sarah Nash, Matthew Thomsen, Amanda Ames

**Called to Order at 10:32 a.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve October 5, 2021 Meeting Minutes**

**Motion by Mr. Butikofer to approve the October 5, 2021 Meeting Minutes as presented.**

**Second by Ms. Cunningham. Motion carried.**

#### ***Data Labs Project Update – Universal Intake***

The Idaho team is working on the data labs project. The last session was titled “Scoping the solution.” The goal of the session was to think about what is feasible and what is the highest impact solution. The Idaho team had great solutions come out of this meeting. The next step will be to explore how to go about creating those solutions.

The partners need to be thinking about who needs to be invited to the data labs meetings.

Ms. Levy is constantly looking for experts who might be a valuable resource for Idaho’s team as we work on our projects. Ms. Levy is also happy to help with any research that the Idaho team needs to conduct.

Data Labs has launched a hub that makes it easier for cohort participants to connect and share information. Ms. Nash and Ms. Secrist have received invitations to participate in the hub but anyone is welcome to join. Ms. Nash asks that each partner send a list of names to her with who should be added to the hub so Ms. Levy can send them invitations.

### **November 30 “Idaho Team” Meeting Plans**

This meeting will just be with Ms. Levy and the Idaho team. It is the meeting before the workshop for December. It will be a fairly quick 30-minute meeting.

There are two main tasks for this meeting:

1. Setting goals for the project
  - a. Worksheet using the smart goal framework.
  - b. The team can set goals for any element of the project. If there is a specific element that needs more attention that is fine. It can be any component that needs strategic goals set.
2. Data Audit
  - a. It is a lightweight accounting of what data Idaho has and what data might need to be collected. This will be revisited in December.
  - b. It is not super technical. It is just a way to document where the data lives, who collects it, etc.

### **December 1 Workshop Topic**

This will be very data and technical heavy session. Data Labs is still finalizing the specifics. There will be guest speakers from USDR and the focus will be on narrowing down and identifying the technical needs and specifications needed to implement Idaho’s project.

### **Data Office Hours – December 17**

This is an informal open session. There will be someone who is a data expert available to ask questions and talk about challenges. Anyone is welcome to join but will have the most value for data and tech individuals.

### ***Equus Update – Staffing & Business Services***

Equus has had hiring success in some locations. There are 22 positions spread across 7 offices. Of those, 17 have been filled. Equus is working to fill 5 or so positions currently. Their Project Director will be starting soon and will be based out of the Boise IDOL office. Equus is heavily focusing on hiring the rest of the Business Service Consultants. These individuals will work with employers and job seekers. Equus is working to hire Business Service Consultants for Boise, Idaho Falls, and Pocatello.

Discussion:

What is the role of the business service consultants?

- The staff members are there to engage and act as a bridge between job seekers and employers. Their primary job is to engage with employer partners, business

organizations, etc. and educate them on how the workforce system as a whole can assist them on finding and hiring new employees.

- The Business Service Consultants under Title I will have financial incentives they can offer to employers.
- It is important to ensure that employer engagement is non-duplicative across the different agencies.
  - The Business Service Consultants are very partnership oriented. They are working to share information about their partners to employers and vice versa.
- Idaho Falls has One-Stop partner meetings that would be valuable for the Business Service Consultants to attend.

Ms. Donnellan expressed some concern about collaboration around business services. There are One-Stop meetings, but often not all the partners at the table during the meetings. There needs to be coordinated state level business services that is under the One-Stop Committee. There has been a struggle with communication and collaboration and a sub-group would help strengthen those areas. Everyone needs to be connected and coordinating efforts.

### ***One-Stop Operators Update***

February 22, 2022 is the next statewide partner meeting. Ms. Nash will send out the save-the-date soon. IDOL is exploring offering a few optional morning sessions around specific topics. More information about these will be coming soon.

Ms. Nash has had the opportunity to meet with April from Equus. The plan for referrals is as follows:

- Referrals for regions 1,2, & 3 go to April Gregoire.
- Referrals for regions 4,5, & 6 go to Blair Piippo.

April and Blair are the two Operations Supervisors for Equus in Idaho. Once a more finalized plan is in place, Ms. Nash will update the Committee.

Ms. Nash will be reaching out to the partners for referral sheet. These have been completed for regions 2 and 6. Ms. Nash is looking at creating something similar for the other four regions.

Upcoming events:

- Region 1 Meeting – November 9
- Region 4 & 6 Meetings – December 1
- Region 5 Meeting – December 16

### **Business Services**

Business services was put on hold until Equus was able to take over the Adult & Dislocated Worker contract. At the end of December, we are going to reconvene the leadership teams from the business services meeting this summer to start looking at the overall goals for each of the regions and then sending them out to the regional teams. It is important to find out what efforts the regions are already doing and how the One-Stop Committee can support the goals

for each of the regions. Dates for this will be identified soon so people can block their schedules. Ms. Nash asks that if anyone needs to be added to the leadership team to let her know.

### ***Serving Remote Idaho – Salmon Area***

There have been challenges in serving the rural areas of Idaho. IDVR closed their Salmon Office at the end of August. The Salmon area is now being served with assigned counselors who go into the area as needed. IDOL closed their Salmon Office as well. IDVR got a letter from one of the board members from the public library expressing concerns on how this reduction in physical space impacts their ability to house the traveling counselors for IDVR and IDOL. It has been a point of conversation around how programs are providing resources to the rural areas and how those efforts might need to change. It is not unusual for IDVR to serve a rural area without having a physical office location. There has been a big shift in Salmon specifically.

This is a topic that may come up in conversations with Legislators and other individuals.

Discussion:

How does the One-Stop system make sure that it is meeting the needs of rural Idaho?

- Years ago, ECIPTA helped Salmon build a nice building that should have space that could accommodate some visiting counselors.
  - That was where the full time IDOL office was, but they had to close it. IDOL does not have the resources to dedicate more than one full time person in that area. IDOL is offering office hours 3 days a week. There is a small space they are utilizing.
  - This is something VR could look at using. Ms. Carr will send over the contact information.
- Do we know the population of Salmon and if it has changed much (increased, etc.)?
  - It is around 3,000.
  - They are one of the counties that has been shrinking in population.

### ***Workforce Innovation & Opportunity Act Reauthorization***

Ms. Secrist sent an email asking for feedback on challenges that the partners are having and suggestions based on her conversations with Senator Crapo. Ms. Secrist committed to providing feedback to Senator Crapo before Thanksgiving.

Discussion:

How far is USDOL into the reauthorization process?

- It is unclear at this time but last time it took quite a long time for reauthorization.

Do agencies prefer classroom training or on-the-job training? Which model would work best in reauthorization? These are examples of information we can provide to Senator Crapo.

**What's challenging?**

- Pre-employment services for students with disabilities. 15% of Title IV funds have to be spent here and if they do not meet that then it impacts their funding. This is a challenge more specific to VR.
- ETP
- Reduced Funding – this is not benefitting rural areas/states.
  - Funding has changed significantly. The numbers dropped drastically from \$2.5 billion to just below \$1 billion.
  - We need more funding for Idaho’s rural areas.
- How funding can be spent.
- Data and data sharing.
- Infrastructure Cost Sharing.

**What workarounds have you created?**

- Infrastructure cost sharing agreement
- It would be best to ask the regions.

If anyone has any additional thoughts, please pass them along to Ms. Secrist. The group will send them to her before the end of the 17<sup>th</sup>.

**Motion by Ms. Cunningham to adjourn. Second by Mr. Butikofer. Motion carried.**  
***Adjourned at 11:34 a.m.***