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WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes June 8, 2021

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

Guests: Dan Cabrera

Staff: Wendi Secrist, Paige Nielebeck, Sarah Nash

Called to Order at 10:30 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda – Ms. Secrist requests the Region 2 MOU agenda item be moved up before the One-Stop Operator Update.

***Approve May 21, 2021 Meeting Minutes**

Motion by Ms. Isakson to approve the May 21, 2021 meeting minutes as written. Second by Mr. San Miguel. Motion carried.

Region 2 MOU and Infrastructure Cost Sharing Agreement

Ms. Nash reviewed the Region 2 MOU and Infrastructure Cost Sharing Agreement. Please see attached document.

Discussion:

USDOL has not indicated they have any issue with Idaho's infrastructure cost sharing methodology. Ms. Nash and Ms. Secrist met with IDOL's fiscal team to discuss frequency of cost sharing and ensure they were comfortable with how the methodology is laid out. The fiscal team's plan is to begin by doing quarterly reconciliations once all participant data sharing agreements are in place.

Partners do have the ability to make non-cash contributions but those have to be included in the one-stop operating budget set at the beginning of the program year in order to be counted as match. IDOL's fiscal team will develop an explanation of what non-cash contributions are by August. The budget must be agreed upon by all partners. At the beginning of every program year the Committee will agree upon the proposed one-stop operating budget.

If the group can achieve data sharing for the TANF and SNAP participants it will allow for better co-enrollment monitoring; in addition to meeting expectations for cost sharing.

Are there references to DHW's other offices or just Lewiston?

- Only Lewiston but Ms. Nash can add the other offices.
 - It is fine if the document only shows Lewiston. DHW will be closing a few offices.

There is an error in the document with TANF being spelled incorrectly.

Motion by Mr. Butikofer to approve the Region 2 MOU and Infrastructure Cost Sharing Agreement with the correction made to TANF. Second by Ms. Brady. Motion carried.

One-Stop Operator Update

EO surveys need to be complete by June 30 and be sent to DHR by September 1. ADA compliance should also be completed during this process. Please let Ms. Nash know if your agency is working on these items.

The last annual training is on June 23 and 24 for Region 1.

The ADA Assessment and Certification have been complete for all of the AJC's Comprehensive and Affiliate Centers for the year.

Infrastructure Cost Sharing – In-kind Guidance

See discussion in the Region 2 MOU agenda item.

One-Stop Certifications

Pocatello

Mr. Butikofer reviewed the Pocatello Affiliate One-Stop Certification summary. Please see attached document.

Motion by Mr. San Miguel to fully certify the Pocatello Affiliate One-Stop Center. Second by Ms. Isakson.

Mr. Butikofer and Ms. Carr abstain from voting.

Motion carried.

Post Falls

Mr. Butikofer reviewed the Post Falls Affiliate One-Stop Certification Summary. Please see attached document.

Motion by Ms. Gonzalez to fully certify the Post Falls Affiliate One-Stop Center. Second by Ms. Isakson.

Mr. Butikofer and Ms. Carr abstain from voting.

Motion carried.

Sandpoint

Mr. Butikofer reviewed the Sandpoint Affiliate One-Stop Certification Summary. Please see attached document.

Motion by Ms. Isakson to fully certify the Sandpoint Affiliate One-Stop Center. Second by Mr. San Miguel.

Mr. Butikofer and Ms. Carr abstain from voting.

Motion carried.

**Motion by Ms. Gonzalez to adjourn. Second by Mr. Butikofer. Motion carried.
*Adjourned at 11:38 a.m.***