

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 October 5, 2021

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

**Guests:** Teresa Pitt, Sam Levy

**Staff:** Paige Nielebeck, Wendi Secrist, Sarah Nash, Jeffrey Bacon, Matthew Thomsen

**Called to Order at 2:30 p.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve September 14, 2021 Meeting Minutes**

**Motion by Ms. Carr to approve the September 14, 2021 Meeting Minutes as written. Second by Mr. Butikofer. Motion carried.**

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

Ms. Nash is compiling updated regional contact lists from each agency. She will send them out to the IDOL office to ensure everyone has the same contacts.

Ms. Nash would like to utilize Microsoft TEAMS for agencies to communicate. All the partners have TEAMS and have no issue using it. Sharing information and files through TEAMS is easy.

Region 3 has their quarterly meeting on November 2. Region 2 will have theirs on November 4. The other regions are working to schedule their meetings at the end of November.

The Statewide partner meeting is on February 22, 2022. These meetings will be in the first quarter of the program year or the calendar year. The annual training will be in this quarter as well.

Some of the recaptured WIOA funds from the youth programs are being used to put on a conference for the IDOL Career Planners. The date of the conference is going to be October 26-28. Ms. Secrist has a speaker from the National Youth Employment Coalition coming to speak. Ms. Secrist will send out an invite to all agency partners for this session and the partners are encouraged to share them with staff who might want to listen in. They will be addressing best practices working with justice involved youth. It is going to be a great conference with lots of information.

### ***Equus Transition Update***

Equus took over the Adult & Dislocated Worker contract last Friday. Equus has a little over half of their staff hired. They have been struggling to find qualified individuals or individuals who are not accepting other job offers after accepting theirs. A group of employees started on September 27 and another group started this Monday. A few more will start next week. Communications have gone out to participants guiding them to one common point of contact for the change. Hopefully next week, there will be more detailed information that will be sent out. IDOL is referring participants to the common point of contact.

### ***WIOA Funding Distribution – Align with Federal Fiscal Year for Adult & DW and Mid-Year Adjustments***

Ms. Secrist reviewed the WIOA Funding Distribution Policy. Please see attached document.

**Motion by Mr. Butikofer to recommend approval of the changes to the WIOA Funding Distribution policy to the Full Council as presented. Second by Ms. Cunningham. Motion carried.**

### ***Data Labs Project – Universal Intake & Data Sharing***

Sam Levy introduced herself. She is overseeing the cohort that Idaho is a part of.

Ms. Secrist reviewed the Data Labs Project proposal. Please see attached document.

Discussion:

The goal of the data labs program is to bring together the policy and data individuals at each agency to work collaboratively and scope out a project plan together. It is also to create processes and way of thinking that are scalable and repeatable for future projects.

Each cohort is led by a program manager that are program guides and connectors. They ensure teams know how to use the resources that are shared, connect them to other experts, etc. The goal is to help the teams get the most out of the experience.

Each month has a different theme and a handful of topics. This is to create a space for each state to take a step back and think higher level on strategies. The goal is to create processes that allow the teams to be nimble and responsive.

The Idaho team will be filling out an action plan worksheet. The action plan might be used for different purposes depending on what the team's needs are. For some states, the action plan is the beginning of a project plan. This is not a one size fits all. Some resources might be more relevant to other teams than Idaho's team or vice versa.

The next month is focused on research and grasping a better understanding of what is being tackled and the various nuances that might come with it.

Idaho can look at other states for best practices and resources. Many other states have already tackled the issues or are working on tackling the issues.

#### Discussion:

There is some concern about the time commitment for some of the entities.

- The workshops are 75 minutes once a month.
- The cohort meetings are 1 hour once a month
- The other meetings are 30-minute check-ins.
- The workshop and the cohort check-in are the most collaborative and interactive. They will take up the most time.
- It will be much more meaningful to get the data people to the cohort meetings and workshops.
- There will be some homework for the teams to work on as well.
- One of the check-ins that Ms. Levy does can be during the monthly One-Stop Committee meetings. This way everyone stays in the loop and is aware of what is being worked on.

IDOL and VR are recipients of a WDQI grant. Part of that grant is to focus on automation of data elements to help report or look at common performance measures (which co-enrollment is a big part of that). There are some parallels between the WDQI grant and the Data Labs Project.

- The Data Labs project is at the front end. What is being discussed is what happens when a participant walks through the door of any workforce office. The WDQI is more about reporting and tracking.
- The automation aspect could support a technology type of integration on the front end. All of it needs to be connected.

Ms. Secrist reviewed the tool that was shared at the workshop today. Please see attached document.

#### Discussion:

There are some differences in definitions that may be impacting the co-enrollment data. There is some discrepancy on what a Title II participant is defined as.

Everyone is trying to serve and coordinate but may not want to provide an individual the wrong service or resource. This makes people hesitant to co-enroll.

Is there value in keeping the Data Labs project a standing discussion item on the agenda?

- The Committee would like to keep it as a standing agenda item.

Ms. Nash and Ms. Secrist will look through the roadmap Ms. Levy provided to identify when certain individuals will need to attend certain meetings. Ms. Nash and Ms. Secrist will then send the information to the partners. Ms. Secrist asked each partner to provide the names of their experts that might participate in the Data Lab to her by the end of the week.

**Motion by Ms. Cunningham to adjourn. Motion carried.**

***Adjourned at 3:45 p.m.***

DRAFT