

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**B. J. Swanson**  
Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **One-Stop Committee Meeting Minutes January 12, 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, Missi Johnson (proxy for Shannon Brady)

**Guests:** Sarah Nash, Dan Cabrera, Nanna Hanchett,

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

**Called to Order at 10:31 a.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**\*Approve December 8, 2020 Meeting Minutes**

**Motion by Mr. Butikofer to approve the December 8, 2020 Meeting Minutes as written.**

**Second by Ms. Valasek. Motion carried.**

**Idaho Launch – Extension of CARES Act Funding**

Over 800 Idahoans have filled out the form on the Launch site. The WDC has funded almost \$175,000 worth of training, which is training for about 77 Idahoans.

The WDC had a deadline in early December to spend the CARES Act Funding. The WDC has been granted permission to continue spending the funds through June 2021. We have about \$300,000 left. The CARES Act Funds allow the WDC to fund 100% of the training costs. Once WDTF funding is being utilized, the WDC can fund up to 90% of training costs.

Discussion:

How can the WDC support agencies to make sure that they are connecting Idahoans to Launch?

- There is a host of partner outreach materials on the Launch site.
- Ms. Solace has done Launch training with a few different agencies. If there is a group who is interested in receiving training, Ms. Solace is open to scheduling the trainings.
- Has the WDC reached out to some of the organizations that are not workforce focused but have a lot of staff affected by COVID or individuals who are looking for careers (e.g. Restaurant Association)?
  - Ms. Solace has not reached out to them. If anyone else has ideas of places to plug in Idaho Launch, please send them to Ms. Solace.

The Policy Committee has proposed a change to the short-term training policy driving how WDTF funds can be leveraged for Idaho Launch. As additional trainings were being added to Launch, questions arose around apprenticeship programs, CDL training, etc. These trainings cost significantly more than other short-term training programs. The Committee discussed the amount the WDC would be willing to fund for high-demand, high-cost programs. The Committee will be recommending that the funding amount be changed to \$7,500 to cover the cost of high-demand, high-cost programs. The WDC is seeing a lot of funding requests for these programs. We want Idaho Launch to be in the hands of the Idahoans who need it the most. Coming up with the difference in funding for training can be a big challenge for some individuals.

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

The Statewide MOU is complete and on the WDC site. Ms. Nash is working on Regions 2 and 6 regional MOU's. Infrastructure cost sharing is in process.

In Region 1, an individual reached out to Ms. Nash to share that the RN WIOA program has turned her life around. The WIOA programs are making a big impact in Idaho.

### ***Infrastructure Cost Sharing Work Plan***

One remaining USDOL monitoring finding is not have Infrastructure Cost Sharing Agreements (ICSA) in place. The WDC is continuing to communicate with USDOL to let them know what progress we are making. Originally, we were very close to signing the agreements, but Vocational Rehabilitation found out RSA did not approve of the methodology. Over the spring and summer, the Committee brainstormed other ways of approaching the ICSA's. In the fall, the Committee decided to start from square one and get a fresh look at how to implement the ICSA's. After reviewing the ICSA guidance, it was determined it did not need to be updated other than a few references to dates in 2017.

Ms. Secrist reviewed the ICSA Work Plan. Please see attached document.

The next step is going to be updating the regional MOU's now that the statewide MOU is signed.

Ms. Nash and the administrative entity are going back to the initial cost sharing agreements and ensuring the templates and space allocations are up to date.

It appears that in the previous budgets and cost allocations, each agency was providing their budget for career services on a regional basis vs. in the one-stop. This does not match up with the Comprehensive One-Stop Center Operating budget. A total budget including infrastructure costs, shared services, and any other costs partners want to include needs to be created for that particular location. Ms. Nash is doing further research to confirm the interpretation of the regulations.

The Committee needs to decide if the One-Stop Operator contract should be considered a shared cost. An allocation plan would be created that takes the contract amount and allocates it to the different one-stop centers.

Once the initial budgets are updated, the Committee can work on allocation methodology. The MOU's were initially updated to state that costs are only shared among co-located partners, but it needs to expand to non-co-located partners.

The goal is to have the regional MOU's and allocation methodology completed by March. Ms. Carr and IDOL have implemented methodology to capture individuals who are using self-service in the comprehensive centers. This information would be matched against co-enrollment data to see where there are shared enrollments. Data form Q1 is anticipated to be available in May and June so agreements can be in place by July 1.

Discussion:

Community Council of Idaho is co-located in Idaho but does not have data sharing. Due to COVID they have not been able to put anything in place. They would like to work with someone to get this in place. Mr. Cabrera will connect with them.

### ***WIOA Youth Program Funding – In-School Youth vs. Out-of-School Youth***

In October, the Council reviewed the Adult, Dislocated, and Youth recaptured funds from PY19. The Youth programs had a significant amount recaptured funds. Questions arose of why the funds are not being used to reach in-school youth before they become out-of-school youth. At the January Council meeting the Council is going to discuss whether the Council wants to change policy to allow some of the youth funds to be spent on in-school youth.

Ms. Secrist reviewed the WIOA Youth Program guidelines and PY20 Youth Funds Allocation. Please see attached documents.

Discussion:

IDOL and VR expressed concern on duplicating efforts on serving in-school youth since they are required to allocate a certain amount of funding to serving youth.

It is difficult to find out-of-school youth and with the recaptured funds we need to find more to serve. It is understandable why the Council is exploring this option.

There are youth in need of a program that targets migrant and seasonal farmworker youth. Foster youth is another population that is hard to reach. Ms. Johnson will look into supporting foster youth. There are National Farmworkers programs that support migrant and seasonal farmworker youth.

It is important to coordinate with school counselors. They will have an idea of what students may not be going on to postsecondary education or are at risk of falling out of the school system. This would be a good way to capture youth before they drop out or graduate from secondary education.

### ***USDOL Technical Assistance for Business Services – Scheduling***

Last month, Ms. Secrist shared that USDOL asked us to prioritize whether we wanted technical assistance on customer flow or business services. The Committee narrowed the focus to business services. USDOL wrote a draft of the request. Ms. Secrist reviewed the draft request. Please see attached document.

Discussion:

Are there two or three individuals who want to be involved in defining the specific training?

- Terry Butikofer
- IDOL – will be named at a future date.
- Sarah Nash
- CTE – will be named at a future date.
- Nanna Hanchett

Is April to early May a good timeframe for the technical assistance?

- The Committee feels that is a good timeframe.
- CTE will have a new individual in their GED Program Director position by that time.

**Motion by Mr. San Miguel to adjourn. Second by Mr. Butikofer. Motion carried.**

**Adjourned at 11:31 a.m.**