

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

One-Stop Committee Meeting Minutes

Date: Tuesday, June 14, 2022

Time: 10:30 AM-12:00 PM

Location: Zoom/In-Person

317 W Main Street

Boise, ID 83735

2 West Conference Room, 2nd Floor

<https://zoom.us/j/96012749490?pwd=OUYxWjc5Qjl3dmNVUmQrUC9pR3VkQT09>

Meeting ID: 960 1274 9490

Passcode: 035914

One-Stop Committee Members: Jane Donnellan, Terry Butikofer, Beth Cunningham, ~~Korene Gonzalez~~, ~~Admir Selimovic~~, ~~Adrian San Miguel~~, Kristyn Carr, Amelia Valasek, Kristin Matthews, Teresa Pitt (proxy for Jane Donnellan)

Guests: Janelle McDonald, Matt Farina, Mike Walsh

Staff: Paige Nielebeck, Wendi Secrist, Amanda Ames, Matthew Thomsen, Jeffrey Bacon

Called to Order at 10:21 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda –

Ms. Nash requested the MOU Updates be moved to be the last agenda item.

***Approve May 10, 2022 Meeting Minutes**

Motion by Mr. Butikofer to approve the May 10, 2022 Meeting Minutes as written. Second by Ms. Carr. Motion carried.

One-Stop Operator Update

The Equus/IDOL tracking sheet is going to be discontinued. There are too many technology challenges with TEAMS so a new method is being developed in IdahoWorks. It will be launched in July.

The recertification visits are complete. This will be discussed at next meeting.

EO Surveys and the ADA Assessments must be complete by the end of the month. The information needs to be sent to DHR by September 1.

Ms. Nash will send out the business services menu to the Committee.

AJC Branding Discussion Feedback

Last month, the Committee looked at and discussed options for creating cohesiveness in the One-Stop system. The Committee discussed how the first step might be utilizing the AJC branding more prominently. The Committee discussed using the AJC logo in congruence with each individual entity's logos. The Committee members were then to go back to their entities and get feedback.

Discussion:

What feedback did the Committee members get?

- VR thought this was a good recommendation. It will mean some cost related to reprinting materials.
 - Materials would not need the new branding until it is time to replace them (e.g., an individual runs out of business cards).
 - IDOL has the AJC logo currently printed on all of their materials.
- IDOL is in support of making the AJC more visible on One-Stop branding. IDOL is currently working on making these changes on their website.
- It is unclear if the Committee is wanting to change the branding to rename the One-Stop offices to be American Job Centers or if they are staying local offices.
 - The only change that is currently being made is moving the AJC logo to more noticeable places on printed and electronic materials.
 - The system could be referred to as Idaho's Job Center Network.
 - This is a possibility, but something the Committee should discuss more in the future.
- At DHW, TAFI and SNAP are the only programs that need the AJC branding. DHW will need to discuss this change more internally because TAFI and SNAP are co-run with other programs. They are not averse to making the AJC logo more prominent on their branding for the programs.
- Does the Committee want to maintain the proud partner tag as part of the logo or just use the AJC logo alone?
 - Just having the AJC logo is sufficient.
 - The "proud partner of..." will be removed for the branding purposes.

Demo of WBL Map Tool

At the last meeting, the Committee discussed finding a tool where information about one-stop partner events, training, etc. can be stored and made available to the public.

Ms. Nielebeck shared a tool she has been working on with the WBL Committee that might have the infrastructure to create a One-Stop tool. Please see attached link.

Discussion:

The Committee thinks the tool could be a good option to list all the information on. Ms. Nielebeck and Ms. Secrist will meet with IDOL to further discuss the process of getting the Tableau created to support this.

One-Stop MOU Updates

Statewide

Ms. Nash reviewed the Statewide One-Stop MOU. Please see attached document.

Discussion:

Each entity needs to read the description of their role in the One-Stop System and verify it is correct. Ms. Nielebeck will send out the text.

The Statewide MOU must be reviewed every three years. The Committee has made the decision not to turn the other service delivery areas into comprehensive centers. Does the Committee want to create MOUs with the other 4 regions?

- There is no need to create MOUs if they are not required. It makes more sense from a cost sharing perspective to not have the other regions do an MOU.
- The only benefit of having the MOU is having the contact and location information. Ms. Nash will create a resource list for each region.
- Everything is operating fine without the MOUs.

There is no need to add language to the MOUs that mentions Equus, except when describing service providers. The One-Stop Partners are the ones responsible for the system.

SDA 6

Ms. Nash reviewed the SDA 6 MOU. Please see attached document.

Discussion:

The monthly business contacts lists should not be included right now. No one is currently developing them. This area is still being worked on. These will ultimately be our goal and can be reintroduced the next time the MOUs are revised.

SDA 2

Ms. Nash reviewed the SDA 2 MOU. Please see attached document.

Discussion:

Ms. Nash needs each entity to review the AJC location information and provide updates. She will send out a blank form for updates and to gather the contact information for the other locations.

The One-Stop Committee must formally approve the MOUs at the September meeting. If everyone wants more time to review them, then it needs to be done by the August meeting. The updates need to be to Ms. Nash by July 15. The MOU's will be updated and reviewed at the August meeting.

State Plan

The State Plan was formally accepted on June 10. Thank you to everyone who helped get the plan put together.

One-Stop Action Items

Ms. Secrist and Mr. Barrera are going to look at all the WIOA policies and determine which are administrative entity policies and which are WDC policies. The goal is to bring a report back to the One-Stop Committee with a recommendation on where each policy will live.

Motion by Ms. Valasek to adjourn. Second by Ms. Cunningham Motion carried.
Adjourned at 11:41 a.m.