

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, Idaho 83702

One-Stop Committee Meeting Minutes

Date: Tuesday, March 12, 2024

Time: 10:30 AM-12:00 PM

One-Stop Committee Members: Jane Donnellan, ~~Terry Butikofer~~, ~~Beth Cunningham~~, Korene Gonzalez, ~~Adrian San Miguel~~, Kristyn Carr, Amelia Valasek, ~~Kristin Matthews~~, Paige Bongiorno, ~~David Shakespear~~, Kory Mereness

Guests: ~~Mikayla Monaghan, VR~~, Summer McDonald, Rico Barrera, Aaron Tuckett, Nicole Hohnstein

Staff: Wendi Secrist, Denise Hill, Sarah Nash, Elaine Zabriskie, Rebecca Watson

Called to Order at 10:33 a.m.

Welcome

Roll Call – Quorum Met

Review Agenda – moved Approval of Meeting Minutes to end of meeting to obtain quorum.

One-Stop Update

Sarah Nash, One-Stop Operator

- Annual Statewide Meeting Update – we don't have a Zoom link yet but save the dates have been sent.
- EO Survey – same as last year, reports due in September.
- Updates from Council Meeting – State plan was approved, cost sharing guidance approved.
- WIOA Advisory Group met Friday, next steps identified were:
 - Communicating the State Plan, and who was involved, the work that went into the state plan.
 - Talk to front line staff about what is required: What is one way you would measure success as we follow the state plan?
 - WIOA Advisory Group wants to make sure they have ongoing communication with One-Stop Committee, invites input.
 - We would like to empower staff to become "WIOA champions."

Regional Meetings Feedback

Sarah Nash, One-Stop Operator

- Regions, 1, 2, and 5 are struggling with attendance and staff seem to be unsure of their roles. These might be areas where increased communication with staff may increase buy-in.
- We can recommend that Region 2 combine business services and quarterly partner meetings which will help decrease the number of meetings that they must attend.
- Team members could plan to attend the upcoming Regions 1 and 5 meetings, to help address the unique challenges they're experiencing.
- Ms. Secrist recommended that we share success stories at these meetings to improve the sense of purpose for the attendees.

EO Training Schedule & Logistics

Paige Bongiorno, Division of Human Resources

Ms. Bongiorno shared the week of July 15th for training and the empathy lab. While morning will focus on compliance afternoon will be about belonging. We want to make sure staff feel like they belong. Assistive technology and ADA lab will be available. Just being compliant is not enough. We are looking at BSU as a possible location/venue. The target attendees for the empathy lab are HR employees across state agencies. Employees who are conducting physical assessments, staff members who can rotate through and enjoy the experiences.

Erstad Architects has quoted \$2,500 for ADA inspection training. There will also be costs for handouts, giveaways, the venue, and possibly catering. The Committee engaged in discussion about the venue. They encouraged Ms. Bongiorno to explore options and to flesh out the budget. She will need a ballpark estimate of the number of attendees. A survey will be sent to One-Stop committee to determine numbers.

The State Non-Determination Plans will be updated soon; EO Officer contacts need to be updated.

***WIOA Policies – WDC vs. AE**

Summer MacDonald, IDOL

- Updates and evaluation of existing policies.
- 2-3 Policies have been identified that were not included in initial analysis.
- We must determine whether these belong at the WDC level or at the Administrative Entity level.
- Ms. McDonald presented the Integrated Priority of Service Policy
- OJT and Work-based Learning:
 - Eligibility and Priority of Service may need to be WDC level policies – and may be consolidated.
 - Existing statewide WIOA Service Policies
 - OJT and WBL may be AE level policies.
- If an existing policy has not officially been rescinded, it is still active, so one task we are working on is to identify any outdated policies and address them officially.
- Next month the team will bring back a draft of all the changes we need to make. These updates will go to the council for approval in June.
- The WDC/AE document has been a very useful tool.

Announcements and Roundtable Discussion:

- The WDC and Labor hosted a visitor from American Samoa last week. The chair from the Workforce Board came and spoke with staff, toured facilities, and asked questions. She was very complimentary of the work we have done and was impressed with the collaboration.
- Ms. Carr shared that Qualtrics is a new survey tool available in Luma. Utilizing it has provided much higher levels of response. QR codes are making this survey quick and accessible.
 - Staff have been seeing improved customer service as a result.
 - The Committee discussed how the surveys which each agency uses differ and how they benefit from that data.
- Teresa Pitt is retiring. Matt Markve is taking her place.
- Mikayla, and Earl from the Commission for the Blind, have developed a training series re: ADA.

****Approve February 13, 2024 Meeting Minutes***

Motion by Ms. Valasek to approve the February 13, 2024 Meeting Minutes as written. Second by Ms. Carr. Motion carried with unanimous consent.

Motion by Ms. Carr to adjourn. No objections, unanimous consent to adjourn.

Adjourned at 11:47 a.m.