

**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, April 9, 2024

**Time:** 10:30 AM-12:00 PM

**One-Stop Committee Members:** ~~Jane Donnellan~~, Mikayla Monaghan (Proxy for Jane Donnellan); Terry Butikofer, ~~Beth Cunningham~~, Korene Gonzalez, Kristyn Carr, Amelia Valasek, ~~Kristin Matthews~~, Paige Bongiorno, ~~David Shakespear~~, Kory Mereness

**Guests:** Summer McDonald, Rico Barrera,

**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**

**\*Approve March 12, 2024 Meeting Minutes**

**Motion by Ms. Paige Bongiorno to approve the March 12, 2024 Meeting Minutes as written. Second by Ms. Mikayla Monaghan. Motion carried with unanimous consent.**

Partner Updates

Sarah Nash

- Regional MOU updates due to Sarah
  - Additionally send her information about workshops currently being offered to help identify training gaps.
- Dates for regional quarterly partner meetings
  - April 26<sup>th</sup> Region 1
  - June 20<sup>th</sup> Region 5
  - All partners have been asked to encourage their staffs to attend
- Statewide meeting recap

- Successful, positive feedback
- 142 participants, highly engaged
- Questions covered both professional and personal concerns regarding AI
- Requested similar topic for next year's meeting
- EO survey
  - Should be in progress for all One-Stop partners
  - Complete by June 30<sup>th</sup>
  - Report due by Sept. 1 to Paige and Sarah

#### Training Updates

Paige Bongiorno, Sarah Nash,  
Elaine Zabriskie

- May 16<sup>th</sup> Disability Etiquette Training
  - Sarah will forward the invitation to our audience
  - Presenters are from Voc Rehab, Council for the Deaf and Hard of Hearing, and Idaho Commission for the Blind and Visually Impaired
  - Still waiting on ICBVI to confirm their speaker, and need to confirm content with Steve at CDHH
  - Attendees to include front-line staff to help build skills in serving people with disabilities
- June WIOA State Plan training for staff members
  - Goal: to help staff feel engaged and empowered regarding the WIOA State Plan and goals
  - Training was moved to June from April due to staff needs
  - Sarah and I are currently workshopping a presentation
- July ADA Assessment training and Empathy Lab
  - The ADA training and Empathy Lab will be in person in July. The date we are looking at is July 18. The date will be finalized once a location has been set.
  - The morning session will be ADA Assessment training for staff who will be conducting physical ADA Assessments.
  - The afternoon session will be the empathy lab and open to a broader audience.
  - Paige will have a budget for the Committee to review at the next meeting.
  - Draft agenda coming from Sarah, will include Qualtrics link to a short survey to provide estimate for attendance

#### WIOA Policy Review

Summer MacDonald

- **\*Statewide Services Policy**
  - Ms. MacDonald presented the policy draft and explained the changes and inclusion of several smaller policies
  - This policy should fall under Administration.
  - Edits will be completed, and the policy draft will be presented at the May meeting.
- **\*Eligibility and Priority of Service Policy**

- Ms. MacDonald presented the policy draft and explained the changes and inclusion of several smaller policies
- This policy should fall under the WDC Council
- Edits will be completed, and the policy draft will be presented at the May meeting.

**Motion by Ms. Amelia Valasek to adjourn. No objections, unanimous consent to adjourn.**

**Adjourned at 11:43 a.m.**