

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, June 11, 2020

Time: 2:00 p.m. – 4:00 p.m.

Council Committee Members: Trent Clark, BJ Swanson, Jeff McCray, John Young, Deni Hoehne, Joe Maloney

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

Guests: Bobbi-Jo Meuleman, Alex Adams, Brian Wonderlich

Call to Order at 2:01 p.m.

Roll Call – quorum met

Review Agenda

Chairman Clark requests that the minutes be approved after the WIOA PY20 Local Area Allocations and Set-Asides, including PY19 Recapture Plan and the outreach request be moved before the FY20 Budget Update.

Unanimous consent to change the agenda.

Return to Work Program Proposal

Governor Little submitted a Return to Work Program proposal to the WDC. This proposal addresses the issue of laid off employees not wanting to seek employment now that the COVID-19 stay-at-home order is lifted because they are receiving more money through unemployment than working a full-time job. The \$600/week additional unemployment benefits people are receiving are not scheduled to expire until the end of July 2020, but businesses that are reopening need employees now. The \$1500 Return to Work bonuses would encourage workers to immediately apply for jobs and return to work. The Executive Committee reviewed the draft Return to Work Program proposal. Please see attached document.

The Idaho Tax Commission will handle the program logistics and administer the payments. The funds for the bonuses will come from Idaho's portion of the Coronavirus Relief Fund. Many employers have expressed how the temporary \$600 increase in unemployment benefits has kept employees from wanting to return to work even as their jobs become available. The Return to Work bonuses would be one-time bonuses. No Idahoan will be eligible to receive more than one bonus and the funds are designated only for employees of non-public employers. Coronavirus Relief Funds cannot be used for public employees.

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Governor Little sees this as a positive move to help people get back to work. The Governor's Office received feedback from employers that the Return to Work program will be valuable in rebuilding Idaho's workforce.

Motion by Mr. Young to approve the Return to Work program proposal as presented and the WDC's participation in the program. Second by Ms. Swanson. Motion carried.

Governor Little requested that members of his staff return to a future WDC meeting and report on the participation in the Return to Work program.

Outreach Committee Request

Mr. Young reviewed the Outreach Committee Budget Report. Please see attached document.

In this request, there is no provision to support Next Steps because the Outreach Committee views Next Steps evolving into a council-wide project. There is more to the Next Steps project than just Outreach. The Next Steps funding will be moved into the WDC's general operating budget.

FY20 Budget Update

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - May 31, 2020										
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$390,100	\$346,919	\$43,181	\$95,400	\$82,009	\$13,391	\$485,500	\$428,928	88%	\$56,572
PERSONNEL	\$390,100	\$346,919	\$43,181	\$95,400	\$82,009	\$13,391	\$485,500	\$428,928	88%	\$56,572
Administrative Services & Supplies	\$6,000	\$3,633	\$2,367	\$1,000	\$707	\$293	\$7,000	\$4,340	62%	\$2,660
Communication Costs	\$4,000	\$3,449	\$551	\$0	\$0	\$0	\$4,000	\$3,449	86%	\$551
Computer Services & Supplies	\$20,850	\$13,928	\$6,922	\$0	\$0	\$0	\$20,850	\$13,928	67%	\$6,922
Employee Development, Memberships & Subscriptions	\$7,500	\$7,306	\$194	\$19,450	\$14,251	\$5,199	\$26,950	\$21,557	80%	\$5,393
Employee Travel Costs	\$25,500	\$6,955	\$18,545	\$7,000	\$8,456	-\$1,456	\$32,500	\$15,411	47%	\$17,089
Contracts, Events, & Other Council Activities	\$279,750	\$237,648	\$42,103	\$22,550	\$26,586	-\$4,036	\$302,300	\$264,233	87%	\$38,067
Rentals & Operating Leases	\$8,500	\$7,819	\$681	\$0	\$0	\$0	\$8,500	\$7,819	92%	\$681
OPERATING	\$352,100	\$280,738	\$71,362	\$50,000	\$50,000	\$0	\$402,100	\$330,738	82%	\$71,362
Grand Total	\$742,200	\$627,657	\$114,543	\$145,400	\$132,009	\$13,391	\$887,600	\$759,666	86%	\$127,934

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$5,237,793	\$2,446,707

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WDTF Financial Summary - May 31, 2020	
WDTF Cash Balance 5-1-20	\$13,858,385
Revenue	\$901,989
Interest	\$14,661
Payments	\$97,304
WDTF Cash Balance 5-31-20	\$14,677,732
Obligated Employer Grants	\$1,896,387
Obligated Industry Sector Grants	\$2,862,602
Obligated Innovation Grants	\$206,273
*Obligated Outreach Projects & Allocated Budget	\$665,099
FY 20 WDTF Admin Costs	\$114,543
WDTF Obligated Balance	\$5,744,903
Unobligated Balance	\$8,932,828
Proposals Under Review	\$232,740
Unobligated Balance if all funded	\$8,700,088

*Includes all Outreach funding made available for the Committee to allocate for FY20.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$393,367	\$34,528	
August	\$587,161	\$33,013	
September	\$10,991	\$35,670	
October	\$313,552	\$33,444	\$21,261
November	\$535,421	\$31,836	
December	\$14,862	\$29,469	
January	\$184,667	\$28,506	\$19,963
February	\$469,180	\$26,109	
March	\$10,001	\$23,322	
April	\$303,189	\$19,878	\$23,135
May	\$901,989	\$14,661	
June			
FY20 Totals	\$3,724,380	\$310,437	\$64,360

Chairman Clark noted that in May the WDTF earned \$1 million and awarded only \$232,000 in grants. As discussed at the January Council meeting, the WDTF fund balance continues to be higher than annual revenues. The Council must continue its efforts to encourage grant applications and distribute the funds to develop Idaho’s workforce.

At the July council meeting, the Policy Committee will present a new program proposal that will allow individuals to apply for funding for short-term training programs. This program will promote use of the WDTF balance.

FY21 Operating Budget

The WDC’s FY21 appropriation was confirmed by the Legislature in January. There is flexibility in how the Council spends its operating budget. Ms. Secrist reviewed the draft FY21 Operating Budget. Please see attached document.

Last year the Council discussed that \$250,000 was likely sufficient to support the ongoing marketing of the Next Steps platform, once the initial investment was completed. This FY21 proposed budget reflects shifting the \$250,000 into the operating budget at the beginning of the fiscal year for marketing Next Steps. It needs to be moved up from Trustee Benefits, per the Division of Financial Management, because it is paid through the agency’s contract with our marketing and communications firm.

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Motion by Ms. Swanson to recommend approval of the FY21 Operating Budget as present and give Ms. Secrist approval to begin spending against the budget on July 1 prior to full council approval. Second by Mr. McCray.

Does the FY21 budget give enough emphasis on apprenticeship?

- Apprenticeship will have a place in the roll out of Next Steps. Ms. Secrist will also address this topic later in today's agenda.

Motion carried.

Aerocet – Employer Grant

Aerocet, Inc. is an aerospace Original Equipment Manufacturer (OEM) and a contract manufacturer of aerospace composites, as well as electrical, mechanical, and hydraulic systems. The company is in a rural community without much local industrial opportunity for employment. The aerospace industry has grown in northern Idaho and job opportunities for skilled labor have increased within the county and the region. Aerocet recently created ten aerospace Registered Apprenticeship positions. Aerocet will be training five of their more experienced employees in the registered apprenticeship program. The program requires a 1:1 journey workers-apprentice ratio for on-the-job learning. Because the first employees in this program are industry expert in their fields (trained by Aerocet in-house in the position) the wages the employee receive are higher than the beginning wages in the apprenticeship program. The employees are already paid commensurate with or above the local wage standards in the positions. The Aerocet program will allow, upon completion of the 4-year, 8,000-hour apprenticeship, the full journey worker rate of \$22.50. All employees in the program will gain promote-able and portable skills within an industry that will increase earning potential in the workplace.

WDTF Request: \$12,500

Motion by Mr. Young to approve the recommendation from the Grant Committee and approve the Aerocet Employer Grant in the full amount of \$12,500. Second by Ms. Hoehne. Motion carried.

St. Luke's – Employer Grant

St. Luke's Health Systems is requesting workforce development training funds to train staff on Palliative Medicine. Employees who participate in the training will learn how to care for patients in different settings, have critical end-of-life discussions with patients and family members, ensure patients have tools and resources necessary to be cared for in the home-setting, and provide wellness tips for healthcare providers to care for themselves in a field known for high emotional and physical stress.

WDTF Request: \$20,000

Motion by Ms. Hoehne to approve the recommendation from the Grant Review Committee to approve the St. Luke's Employer Grant in the full amount of \$20,000. Second by Ms. Swanson. Motion carried.

CSI – Innovation Grant

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College of Southern Idaho is utilizing the already established platform that TeachForward has built for the teacher preparation program and creating a separate module completely dedicated to best practices in online teaching. The modules will train current Idaho teachers at no cost. Teachers are not required to be part of the preparation program. The second and third iterations of the project, outside the initial development of the first iteration, will require funding sources outside of the WDC and is being discussed with various parties around the state. The College of Southern Idaho will not pursue further funding from the WDC to produce further phases or iterations. With the \$25,000 grant, however, CSI can assure free training to any teacher who needs it immediately and ensure that all teachers certified through CSI's non-traditional program going forward will be prepared to best serve Idaho students in any learning environment.

WDTF Request: \$25,000

Motion by Ms. Hoehne to approve the recommendation from the Grant Review Committee to approve the CSI Innovation Grant in the full amount of \$25,000. Second by Ms. Swanson. Motion carried.

WIOA PY20 Local Area Allocations and Set-Asides, including PY19 Recapture Plan

In April the Executive Committee adopted a policy on the allocation of WIOA funding to the local boards/service delivery area and options for recapture. Ms. Secrist reviewed the WIOA funding flow and the PY20 Local Area Allocation and Set-Asides, including PY19 Recapture Plan. Please see attached documents.

USDOL provides the Adult and Dislocated Worker programs 12.5% of their funds on July 1 and the rest on October 1. The service providers are expected to operate on 12.5% of funds for 25% of the fiscal year. Since the WDC has never recaptured funds before, once the PY20 set asides are taken out of the recaptured funds, any service delivery area who will carry forward less than 20% of their PY19 funds could be allocated additional funds to get them to 20% carry forward. This will help ease the transition.

The \$1.6 million in recaptured funds is an estimate. The WDC will know the final number in mid-August. Most of the funds available will be for youth programs and the Council will decide how to spend them.

Are these funds traditionally spent by IDOL?

- The funds are spent by IDOL, NIC, and Magic Valley Youth and Adult Services.
- Are the entities aware the WDC is rethinking the recapture and reallocation policy?
 - Yes. Ms. Secrist met with the local and state administrative entities and the service providers letting them know the WDC is working on a new policy. Ms. Secrist has also notified Director Revier of the WDC's plans.

Motion by Ms. Swanson to approve the following with respect to PY20 allocations and PY19 recapture:

- **Recapture all PY19 program funds, to be calculated based upon final PY19 expenditures, in accordance with the policy approved on April 7, 2020.**
- **Set-aside \$849,248, as noted in the memo, for PY20 local area activities to be paid from PY19 recapture, if available.**

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- **Request that the state administrative entity transfer any deficit in the PY19 recaptured funds and PY20 local area set asides between the local areas.**
- **Redistribute PY19 recaptured funds across service delivery and local areas to provide 20% carry-in of PY19 funds to be used in the first quarter of PY20**

Second by Mr. McCray. Motion carried.

Review May 14 & 28, 2020 Meeting Minutes

Motion by Mr. Maloney to approve the May 14 & 28, 2020 Meeting Minutes as written. Second by Ms. Swanson. Motion carried.

Review Draft Agenda for July 15 Council Meeting

Looking at the July 15 RSVPs, there will be minor in-person participation for the meeting. Rather than incur the meeting facility costs, staff recommend a completely virtual meeting. A small room will be available for speakers, staff, and a few others to attend the meeting in-person. Ms. Nielebeck is looking into using a hearing room at the Capitol.

Ms. Secrist reviewed the draft July 15 Council Meeting agenda. Please see attached document.

There is not enough time to discuss all the WIOA policies approved at the April 7 Executive Committee meeting. Ms. Secrist suggested recording a presentation on the WIOA policies to be sent to the Council members prior to the July meeting. The Executive Committee is in full support of creating a WIOA policy presentation to be sent prior to the July meeting.

Motion by Mr. Maloney to adjourn. Second by Ms. Swanson. Motion carried.
Adjourned at 3:46 p.m.