

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**B. J. Swanson**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, October 8, 2020

**Time:** 2:00 p.m. – 3:30 p.m.

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

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

**Guests:** Casey Bender

**Call to Order at 2:00 PM**

**Roll Call – Quorum Met**

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

**Review September 10, 2020 Meeting Minutes**

**Motion by Mr. McCray to approve the September 10, 2020 Meeting Minutes as written. Second by Mr. Maloney. Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - September 30, 2020										
STATE EXPENDITURE CATEGORY	WDIF Budget	Total WDIF YTD Spent	Total Ending WDIF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$395,300	\$87,715	\$307,585	\$96,700	\$21,927	\$74,773	\$492,000	\$109,643	22%	\$382,357
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$87,715</b>	<b>\$307,585</b>	<b>\$96,700</b>	<b>\$21,927</b>	<b>\$74,773</b>	<b>\$492,000</b>	<b>\$109,643</b>	<b>22%</b>	<b>\$382,357</b>
Administrative Services & Supplies	\$6,000	\$458	\$5,542	\$1,000	\$0	\$1,000	\$7,000	\$458	7%	\$6,542
Communication Costs	\$4,000	\$835	\$3,165	\$0	\$0	\$0	\$4,000	\$835	21%	\$3,165
Computer Services & Supplies	\$26,500	\$13,262	\$13,238	\$0	\$0	\$0	\$26,500	\$13,262	50%	\$13,238
Employee Development, Memberships & Subscriptions	\$7,500	\$206	\$7,294	\$21,500	\$3,675	\$17,825	\$29,000	\$3,881	13%	\$25,119
Employee Travel Costs	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$0	0%	\$25,000
Contracts, Events, & Other Council Activities	\$528,500	\$23,338	\$505,162	\$24,300	\$0	\$24,300	\$552,800	\$23,338	4%	\$529,462
Rentals & Operating Leases	\$8,500	\$1,899	\$6,601	\$0	\$0	\$0	\$8,500	\$1,899	22%	\$6,601
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$39,997</b>	<b>\$566,003</b>	<b>\$46,800</b>	<b>\$3,675</b>	<b>\$43,125</b>	<b>\$652,800</b>	<b>\$43,672</b>	<b>7%</b>	<b>\$609,128</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$127,712</b>	<b>\$873,588</b>	<b>\$143,500</b>	<b>\$25,602</b>	<b>\$117,898</b>	<b>\$1,144,800</b>	<b>\$153,315</b>	<b>13%</b>	<b>\$991,485</b>
<b>STATE EXPENDITURE CATEGORY</b>	<b>TOTAL BEGINNING BUDGET</b>	<b>TOTAL YTD Spent</b>	<b>TOTAL ENDING BALANCE</b>							
<b>TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)</b>	<b>\$11,750,000</b>	<b>\$454,708</b>	<b>\$11,295,292</b>							

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WDTF Financial Summary - September 30, 2020	
WDTF Cash Balance 9-1-20	\$15,074,534
Revenue	\$8,499
Interest	\$6,072
Payments	\$430,440
WDTF Cash Balance 9-30-20	\$14,658,664
Obligated Employer Grants	\$1,590,431
Obligated Industry Sector Grants	\$2,726,600
Obligated Innovation Grants	\$175,372
*Obligated Outreach Projects & Allocated Budget	\$689,364
Short Term Financial Assistance Program	\$2,000,000
FY 20 WDTF Admin Costs	\$873,588
<b>WDTF Obligated Balance</b>	<b>\$8,055,354</b>
<b>Unobligated Balance</b>	<b>\$6,603,310</b>
Proposals Under Review	\$21,800
<b>Unobligated Balance if all funded</b>	<b>\$6,581,510</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY21.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September	\$8,499	\$6,072	
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>FY20 Totals</b>	<b>\$1,033,213</b>	<b>\$24,602</b>	<b>\$0</b>

**\*PY19 Youth Recapture Projects**

The WDC is working with BSU’s Public Policy Institute to design a structure by which BSU will provide a statewide framework for the PY19 Youth Recapture research project. Ms. Secrist just received a draft budget from BSU yesterday.

BSU will gather information from national studies and other research to help create a survey to identify regional focus group participants. The data from the focus groups will be collected and provided back to the WDC. BSU estimates \$17,000-\$18,000 to complete the project.

Does the research need to be conducted on this population if studies have already been conducted?

- This is a hard population to reach, find, and understand what needs they have. WIOA is very specific on the services that must be provided to this population. To understand the kind of services and support the WDC can provide, fresh data needs to be collected and analyzed.
- It is hard to make a decision on utilizing the funds when there is no supporting data.

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Is there any indication that the local institutions would have issues collaborating on the project?

- CEI and CSI do not have any issues with the level of collaboration. Ms. Secrist has not yet reached out to the other institutions.

**Motion by Mr. Young to approve the research under the youth recaptured funds as proposed in the amount of \$120,000. Second by Ms. Swanson. Motion carried.**

After the discussion at the Council meeting, Ms. Secrist feels the Executive Committee should look at the WIOA funding allocations for the youth programs for the next program year. The WDC may want to shift 25% to go towards in school youth programs. It may be possible to get a waiver to allow up to 50-50 split of the funding for in school and out of school youth.

### **\*USDOL H1-B One Grant Opportunity**

The WDC staff is working with the Idaho Tech Council (ITC) to explore an H1-B One USDOL Grant. The grant allows for one or multiple focus areas in IT, Advanced Manufacturing, and Transportation. The grant funds must be used to prepare individuals for middle level jobs. The WDC can apply for up to \$10 million over 4-years. Ms. Secrist estimates applying for \$2.5-\$3 million to train 1,250 individuals over 4-years. The grant proposal is due November 12. The WDC would be the fiscal agent for the grant and ITC would administer the project.

The Executive Committee would like to see the proposal before deciding. The Committee requested the WDC Staff schedule a meeting at the end of October to review the proposal.

### **Strategic Planning Input**

Following the discussion at the Council meeting, Strategies (S360) would like to go through some questions with the Executive Committee to help S360 refine their work and address the Council member concerns.

What is the goal of the strategic planning project with S360?

- S360 was brought in to facilitate conversations with the strategic planning subcommittee to assist them in articulating the overarching vision of the WDC. This articulation had become a stopping point for the subcommittee's work. This effort ultimately would allow the subcommittee to resume work on updating the objectives of the strategic plan.

The agenda item should have been more specific to the work that S360 did to assist the subcommittee for clarity.

Mr. Patnik reviewed some of the slides presented in the Council Meeting. Please see attached presentation.

If anyone has more feedback or reflections, please send them to the WDC staff and they can pass it on to S360.

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Based on the conversation with the Council, a good starting point is to put together a description of the project and the intent of the scope of work to send out to the full council. Ahead of that information, Ms. Secrist and Ms. Hoehne will clarify with the Governor's Office to ensure they are in support of the project.

**Motion by Mr. Young to adjourn. Second by Mr. Maloney. Motion carried.**  
**Adjourned at 3:13 PM**

DRAFT