

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL
317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, February 11, 2021

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, BJ Swanson, John Young, Joe Maloney, Elli Brown, Kelly Kolb

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

Guests:

Call to Order at 2:01 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

***Review January 14, 2021 Meeting Minutes**

Motion by Ms. Swanson to approve the January 14, 2021 Meeting Minutes as written. Second by Mr. Young. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - January 31, 2021										
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	\$222,585	\$172,715	\$96,700	\$50,517	\$46,183	\$492,000	\$273,103	56%	\$218,897
PERSONNEL	\$395,300	\$222,585	\$172,715	\$96,700	\$50,517	\$46,183	\$492,000	\$273,103	56%	\$218,897
Administrative Services & Supplies	\$6,000	\$906	\$5,094	\$1,000	\$4	\$996	\$7,000	\$910	13%	\$6,090
Communication Costs	\$4,000	\$3,649	\$351	\$0	\$0	\$0	\$4,000	\$3,649	91%	\$351
Computer Services & Supplies	\$26,500	\$13,329	\$13,171	\$0	\$0	\$0	\$26,500	\$13,329	50%	\$13,171
Employee Development, Memberships & Subscriptions	\$7,500	\$306	\$7,194	\$21,500	\$17,074	\$4,426	\$29,000	\$17,379	60%	\$11,621
Employee Travel Costs	\$25,000	\$446	\$24,554	\$0	\$0	\$0	\$25,000	\$446	2%	\$24,554
Contracts, Events, & Other Council Activities	\$528,500	\$77,745	\$450,755	\$24,300	\$0	\$24,300	\$552,800	\$77,745	14%	\$475,055
Rentals & Operating Leases	\$8,500	\$3,935	\$4,565	\$0	\$0	\$0	\$8,500	\$3,935	46%	\$4,565
OPERATING	\$606,000	\$100,316	\$505,684	\$46,800	\$17,078	\$29,722	\$652,800	\$117,394	18%	\$535,406
Grand Total	\$1,001,300	\$322,901	\$678,399	\$143,500	\$67,595	\$75,905	\$1,144,800	\$390,497	34%	\$754,303
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE							
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$770,826	\$10,979,174							

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WDTF Financial Summary - January 31, 2021	
WDTF Cash Balance 1-1-21	\$15,107,967
Revenue	\$342,942
Interest	\$5,389
Payments	\$40,693
WDTF Cash Balance 1-31-21	\$15,415,605
Obligated Employer Grants	\$1,107,411
Obligated Industry Sector Grants	\$3,113,356
Obligated Innovation Grants	\$134,698
*Obligated Outreach Projects & Allocated Budget	\$952,857
Short Term Financial Assistance Program	\$1,958,936
FY 20 WDTF Admin Costs	\$678,399
WDTF Obligated Balance	\$7,945,657
Unobligated Balance	\$7,469,949
Proposals Under Review	\$1,520,000
Unobligated Balance if all funded	\$5,949,949

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

WDTF FY21 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September	\$8,499	\$6,072	
October	\$306,682	\$5,828	
November	\$588,911	\$5,553	\$8,553
December	\$7,267	\$5,528	
January	\$342,942	\$5,389	
February			
March			
April			
May			
June			
FY21 Totals	\$2,279,015	\$46,901	\$8,553

Next month, a column for the Youth Apprenticeship Grant will be added to the budget report.

Last year, the legislature granted the WDC additional spending authority for the WDTF, but due to the pandemic the WDC will not be utilizing it yet. We have requested that the spending authority be carried into our FY22 budget.

Discussion:

The goal is to get the WDTF unobligated balance to approximately least \$3 million.

What grant proposals are currently under review?

- U of I Nuclear Molten Salt Battery Program - \$1.2 million
- BSU Telehealth – no final budget yet (anticipating \$200,000-\$250,000)
- International Rescue Committee – around \$25,000

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- A couple innovation grants – around \$25,000
- There is an error on the budget report. The grants under review at today's meeting were not carried forward to the current budget report.
 - Ms. Ames will send a corrected budget report to the Committee.

Treasure Valley Community College – Industry Sector Grant

This proposal seeks support for the development and implementation of an Airframe and Powerplant (A&P) program in the Treasure Valley. The grant funds will assist a consortium of partners to provide a Career & Technical Education program via Treasure Valley Community College's Caldwell Center. Currently, there are no programs to help fill this void within the local market. Labor market data shows that in the Southwestern part of the state there were 47 job openings in the last 12 months for aviation mechanics. The goal of this program is to recruit and train a significant number of qualified applicants within Idaho to fill the workforce gap in the A&P field.

WDTF Request: \$440,174

Discussion:

The WDC provided grant funds to a program in Mountain Home that sounds similar to TVCC's program. Is the Mountain Home program providing the same type of training?

- Mountain Home Aviation is working with the Airforce Base to assist active-duty military who are planning on exiting the military. The training would prepare the individual to take the A&P certification to work on civilian aircraft. The Mountain Home Aviation program is geared towards individuals who already have experience working on aircraft.
- The Mountain Home Aviation program lost their instructor and the partnership with the Airforce Base, so the program is currently on hold.

Ridgeview is the first high school TVCC plans to work with. Ridgeview is a brand-new school so TVCC thought it would be a great pilot school for the program. TVCC plans to expand to other high school as the program progresses. The Dennis Technical School should have interested students. There is lots of potential with so many aircraft businesses in the area.

Motion by Mr. Young to approve the Treasure Valley Community College Industry Sector Grant in the full amount of \$440,174. Second by Ms. Brown. Motion carried.

Paylocity – Employer Grant

Paylocity is an expanding company that is invested in the Idaho community. Many of the skills necessary for employees at Paylocity require formal training which requires a large investment by the company in planning, development, classroom space, and training delivery. Paylocity's formal training helps each employee prepare for their job duties which in turn positively impacts the company's overall performance and efficiency.

WDTF Request: \$81,000

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Discussion:

The Grant Review Committee saw value in the program because the skills being trained are transferrable and valuable to Idahoans.

Is there a target wage for employer grants?

- Currently, the scoring matrix uses the county average wage to determine score. \$12 an hour is the minimum requirement for WDTF grants, but the county average wage for Paylocity is \$24 an hour. Paylocity has an average wage of \$22.50 an hour. They scored just above the minimum on this factor for employer grants.

Paylocity has applied for three grants. Is there a cap of how many times a business can receive WDTF funds?

- Paylocity's first grant award was prior to the new WDC agency. The award was for \$1.2 million. Paylocity only spent \$790,000 of the \$1.2 million.
- The second Paylocity request was for \$231,884.

The Executive Committee would like the Policy Committee to discuss putting a cap on what one employer can receive from the WDTF.

How many individuals does Paylocity intend to train?

- Paylocity anticipates hiring 108 staff over the next two years.
- In their last grant, Paylocity brought on 193 individuals when they only expected to bring on 116.
- Most of the positions are Account Managers.

Motion by Ms. Swanson to approve the Paylocity Employer Grant in the full amount of \$81,000. Second by Mr. Young. Motion carried.

WDTF Policy Discussion

Incentive for Registered Apprenticeship

Last month, the Committee agreed to revisit this topic to address any concerns with the incentive.

The Policy Committee will look at a draft policy next week. The Committee is looking at \$1,000 per apprentice, per year for the employer incentive. Not all the funding will be provided up front. There is specific language that the employer must have proof from USDOL that the apprentice is registered and continuing to progress in their program. If the Policy Committee is able to finalize the policy, the policy will go before the Council in April.

Question on Entrepreneurial Training

A question has been posed to the WDC from multiple organizations if we are able to provide entrepreneurial training through industry sector grants. Small business owners provide great value to our community, but the WDC needs to decide if it is something we want to fund through the WDTF. Historically the WDC has not funded entrepreneurial training as it is a grey area in WDTF policy.

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Discussion

- This is training that leads to management positions. The WDC should be assisting individuals to move up in their companies. It is important to increase the value of the workforce in Idaho. The WDC has spent millions of dollars providing training for entry level positions but are not providing training for individuals higher up in companies. The WDC needs to broaden opportunities and be strategic while we have the opportunity.
- Without shop owners or entrepreneurs, Idaho does not have workers. These shop owners and entrepreneurs in turn will employ Idahoans. Entrepreneurial training will be valuable in all areas of Idaho. The WDC needs to create employees and employers. There is a plethora of organizations that provide training for entrepreneurs. Partnerships will be important to ensure that Idahoans are receiving the best training.
- Ms. Secrist reviewed the current statutes on WDTF funding. Please see attached document.
- The Executive Committee is in support of this topic going to the Policy Committee.

Executive Director Updates

JFAC

Ms. Secrist presented to JFAC yesterday. The presentation went well. There were a couple of questions.

1. How is the WDC coordinating and collaborating with CTE on our youth apprenticeship grant?
2. How is the WDC balancing WDTF awards between rural and urban areas?

Ms. Secrist touched on Next Steps and how the WDC's funding matrix looks at county average wages versus having a set wage. The WDC's budget will be set on February 22.

Procurement

The WIOA procurement for adult and dislocated workers is underway. Two proposals have been submitted. The review committee is in place and have their first meeting scheduled. Mr. Kolb is representing the Executive Committee on the review committee. The independent evaluator is reviewing the proposals currently.

Ms. Secrist is working with Division of Purchasing on the WIOA Apprenticeship Outreach set aside. Last year they gave the WDC a one-time exemption on the procurement process because they did not have time to handle the procurement. Ms. Secrist is verifying they will have time for the procurement next spring.

TPM Update

Ms. Secrist reviewed the TPM Cohorts. Please see attached document.

Ms. Fletcher is working to get all the tribes involved in the TPM cohorts. The Committee requested the presented document be sent to them.

Launch Update

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Now that over 100 individuals have gone through Idaho Launch, the data is starting to show trends. 113 training have gone through the Launch agreement process. 75 are CARES Act trainings. These numbers do not include individuals who only signed up for Udemy.

Ms. Solace reviewed BurningGlass Data on Idaho Launch. Please see attached report.

The data is showing that the trainings people are self-selecting through Launch are aligning with jobs employers are posting.

Ms. Solace will provide the Committee with the link to the Launch toolkits.

Council Member Outreach

Mr. Young is presenting to the rotary group next Friday. Ms. Brown and Ms. Leonard connected with the Idaho Falls Chamber and will be presenting to them next week. Mr. Greene and Ms. Lenz both did segments with the STEM Action Center during STEM Matters Week. Ms. Fletcher is connecting the WDC with the Shoshone-Bannock Tribe.

Mr. Kolb and Ms. Swanson talked to the Clearwater Economic Development Association on connecting with Idaho inmates but have run into a challenge with Department of Corrections. U of I has tried connecting with the prison system but has not been successful. Most of the issues are broadband related. The internet speeds are slow, and some prisons have strict guidelines on giving inmate access to computers. All the suggestions Ms. Swanson provided were tactics U of I already tried. It would be nice to have a council member from Department of Corrections to help connect the WDC to that population. Ms. Solace is working with Department of Corrections, CTE, and the Lumina Foundation to address the issues Ms. Swanson is facing. Ms. Secrist will have Ms. Solace share her work on this project.

Motion by Ms. Swanson to adjourn. Second by Ms. Brown. Motion carried.
Adjourned at 3:31 p.m.