

**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, March 11, 2021

**Time:** 2:00 p.m. – 3:30 p.m.

**Council Committee Members:** Deni Hoehne, B.J. Swanson, John Young, Joe Maloney, Elli Brown, Kelly Kolb

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

**Guests:**

**Call to Order at 2:02 p.m.**

**Roll Call** – Quorum Met

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

**\*Review February 11, 2021 Meeting Minutes**

**Motion by Ms. Brown to approve the February 11, 2021 Meeting Minutes. Second by Mr. Maloney. Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - February 28, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARG Budget	Total YARG YTD Spent	Total Ending YARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$395,300	\$252,794	\$142,506	\$96,700	\$57,188	\$39,512	\$70,000	\$29,309	\$40,691	\$562,000	\$339,291	60%	\$222,709
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$252,794</b>	<b>\$142,506</b>	<b>\$96,700</b>	<b>\$57,188</b>	<b>\$39,512</b>	<b>\$70,000</b>	<b>\$29,309</b>	<b>\$40,691</b>	<b>\$562,000</b>	<b>\$339,291</b>	<b>60%</b>	<b>\$222,709</b>
Administrative Services & Supplies	\$6,000	\$965	\$5,035	\$1,000	\$4	\$996	\$675	\$968	-\$293	\$7,675	\$1,937	25%	\$5,738
Communication Costs	\$4,000	\$4,239	-\$239	\$0	\$0	\$0	\$300	\$150	\$150	\$4,300	\$4,389	102%	-\$89
Computer Services & Supplies	\$26,500	\$14,982	\$11,518	\$0	\$0	\$0	\$29,320	\$2,053	\$27,267	\$55,820	\$17,035	31%	\$38,785
Employee Development, Memberships & Subscriptions	\$7,500	\$306	\$7,194	\$21,500	\$17,074	\$4,426	\$0	\$0	\$0	\$29,000	\$17,379	60%	\$11,621
Employee Travel Costs	\$25,000	\$446	\$24,554	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$446	2%	\$24,554
Contracts, Events, & Other Council Activities	\$528,500	\$86,364	\$442,136	\$24,300	\$0	\$24,300	\$30,000	\$0	\$30,000	\$582,800	\$86,364	15%	\$496,436
Rentals & Operating Leases	\$8,500	\$4,568	\$3,932	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$4,568	54%	\$3,932
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$111,870</b>	<b>\$494,130</b>	<b>\$46,800</b>	<b>\$17,078</b>	<b>\$29,722</b>	<b>\$60,295</b>	<b>\$3,170</b>	<b>\$57,125</b>	<b>\$713,095</b>	<b>\$132,118</b>	<b>19%</b>	<b>\$580,977</b>
Grand Total	\$1,001,300	\$364,664	\$636,636	\$143,500	\$74,266	\$69,234	\$130,295	\$32,479	\$97,816	\$1,275,095	\$471,409	37%	\$803,686

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursement)	\$11,750,000	\$865,763	\$10,884,237

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WDTF Financial Summary - February 1, 2021	
WDTF Cash Balance 2-1-21	\$15,415,605
Revenue	\$384,864
Interest	\$5,132
Payments	\$136,807
<b>WDTF Cash Balance 2-28-21</b>	<b>\$15,668,795</b>
Obligated Employer Grants	\$1,159,390
Obligated Industry Sector Grants	\$3,076,355
Obligated Innovation Grants	\$121,283
*Obligated Outreach Projects & Allocated Budget	\$952,857
Short Term Financial Assistance Program	\$1,913,996
FY 20 WDTF Admin Costs	\$636,636
<b>WDTF Obligated Balance</b>	<b>\$7,860,516</b>
<b>Unobligated Balance</b>	<b>\$7,808,278</b>
Proposals Under Review	\$2,853,794
<b>Unobligated Balance if all funded</b>	<b>\$4,954,484</b>

\*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	\$384,864	\$5,132	\$7,392
March			
April			
May			
June			
<b>FY21 Totals</b>	<b>\$2,663,879</b>	<b>\$52,033</b>	<b>\$15,945</b>

The Youth Apprenticeship Grant has been added to the financial summary. Our expenses will vary from year-to-year on that grant. We will likely have larger expenses in year two. This year we allocated just under \$400,000 to IBE. This will not get completely drawn down, but we have to have the flexibility to spend on the grant over the four years.

**Discussion**

What is the Council using the funds for?

- We are currently contracting for Jeffrey Bacon. We will be able to convert it to a state position on July 1. The other costs are for supplies, a performance management system, etc. We anticipate spending \$25,000 a year on the performance management system. The \$30,000 may be used for outreach but if anything costs more than we anticipated we can adjust.

The WDC budget was approved by the Senate today. It will be passed to the Governor for signature.

We are 60+% of the year but are only spent 30% down?

There are a couple of big-ticket items that will be coming out of this funding. We have our IT contracts, etc. that are due towards the end of the fiscal year.

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- We will come in under budget because we did not have much travel this year, and other pandemic related savings.

### ***International Rescue Committee – Innovation Grant***

The International Rescue Committee (IRC) is applying for an innovation grant that will help start-up an industrial sewing pre-apprenticeship and apprenticeship group sponsor program. Apprentices will receive nationally recognized Industrial Sewing Technician credentials upon completion of the apprenticeship. The program will leverage IRC's connections with four key employers, training partners, and trainee referral sources to bridge the workforce and skills gap in the cloth manufacturing industry. The program will primarily benefit youth and adult job seekers. Individuals who may be eligible for WIOA Title I services as well as all interested and eligible individuals will be targeted for this program. IRC will actively recruit diverse participants, namely people of color, women, people with disabilities, and English Language Learners.

### **WDTF Request: \$24,999.70**

Discussion:

What are the wages?

Anticipated started hourly is \$12 an hour.

Why is it an innovation grant instead of an industry sector grant?

- It is a pilot project. They have not worked with employers before on this program. If it was another program, they may have come in for an industry sector grant. If they want to look at scaling the program statewide, they may come back for an industry sector grant.

How did the Committee discussion go?

- The grant review committee felt very strongly about this grant. It is very in line with the intent of the WDTF and innovation grants. It will help fill the skills gap.

**Motion by Mr. Young to approve. Second by Ms. Brown.**

**Motion carried.**

There are four grants going before the Grant Review Committee this month. They are Boise State, Western States, Idaho Power, and University of Idaho. The U of I industry sector grant will be on the agenda for April.

### ***April Council Meeting Agenda Review***

Ms. Secrist reviewed the April council meeting agenda. Please see attached document.

At the Council meeting, the council is going to look at the roles and responsibilities of the Council members. We want the individuals to take their personal influence and interweave the WDC into things they are already doing in their everyday life. The goal is to do an activity at the meeting to focus on making the WDC's message

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personal to their audiences. We will ask the Council members to do work between the meetings at a regional level to expand the discussion and come up with an action plan.

Over the next few weeks Wendi is meeting one-on-one with each council member. The Council members are very passionate about the work the WDC does. For many of them, the passion is on a personal level, but have not shared that passion with their networks. It is important for them to have that dialogue with their network. Each council member may be assigned to a Chamber as a liaison for the WDC.

At the meeting, the Council will be asked to share successes from the outreach task Ms. Hoehne gave them at the last meeting.

Has the board development plan been run past Bobbi-Jo or the Governor's office?

- It would be great to see if the Governor can attend the first few minutes of the board development.

### ***Funding the Expansion of Work Based Learning***

The WBL Committee is considering how to scale other forms of WBL. After reviewing the International Rescue Committee (IRC) innovation grant, CWI's outreach project (this was turned down by the Outreach Committee), and many other grant applications, it is apparent the WDC needs to figure out how to support the expansion of the different forms of WBL.

The Outreach Committee declined CWI's proposal because they felt it did not fit the goals of the Outreach Committee. Most of the projects Outreach has funded have focused on enhancing line-of-sight between an individual and a job opportunity or career pathway. The CWI proposal was focused on infrastructure. The Outreach Committee has a limited budget and wants to focus on creating a direct line-of-sight.

Discussion:

If salaries for staff, supplies, etc. fit into infrastructure, how does the WDC fund those types of projects?

- The IRC grant could have been a sector grant, but the program is a pilot that met the Innovation criteria as well.
- The CWI proposal was more than \$25,000 so it would not fit the innovation grant criteria.
- The CWI proposal also did not fit into a sector grant perfectly as a pilot.
- Ms. Secrist thinks supporting the expansion of WBL opportunities will fit under the current WDTF funded programs. It would be difficult for the WDC staff to manage another WDTF program under the WBL Committee.
- The Council can make changes to policy to fit the needs of the Council and Idaho. Increasing the amount available for innovation grants may resolve issues in the future.

The benefit of the Outreach Committee having their own pool of funding is they have clarity on exactly what they want to fund. The Grant Review Committee has a wide variety of different proposals come through. If a WBL proposal goes through the Grant Review Committee, the Committee would not have as many people whose expertise is WBL as there is on the WBL Committee.

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A year ago, the WBL Committee reviewed an Outreach Project proposal before it went before the Committee. They provided their expertise on the proposal and requested a few adjustments be made. This allowed the WBL Committee to provide their support before it went before the Outreach Committee. The WBL Committee does not have to approve the grants but should be given the opportunity to provide input.

It makes sense to move the CWI application to an industry sector grant. As a sector grant, they will already have industry and employers committing to supporting their program by taking interns.

How could the WDC make it so only one grant is awarded but the program is spread throughout the state?

- The colleges could be invited to apply for the grant all at the same time.
- It will take seed money to get the program started in all the institutions. They will all need to provide the WDC with sustainability plans.
- All the institutions could apply for one sector grant.
  - It would be nice to see the community colleges work together on this.
  - There is some concern that some of the colleges may not be ready for this program.

### ***Executive Director Updates***

Ms. Fletcher and Ms. Secrist had a great meeting with the Shoshone-Bannock Tribal Council and managers. The Chair of the Tribal Council spoke directly to those at the table asking them to step up as leaders and take advantage of the opportunities the WDC is offering. He also challenged them to think about how they are going to grow their workforce and support their youth.

Ms. Secrist has presented to the Senate and House Education Committees and the Senate Commerce and HR Committee. The presentations went well.

Ms. Secrist met with the Lieutenant Governor to discuss why apprenticeships are not counted towards the go-on rate.

The WDC budget passed the House and is up for review at the Senate. Ms. Secrist will keep the Committee up to date once it has gone through the Senate. Senator Lent is carrying our budget.

Ms. Secrist will send out the Nuclear Construction Survey results for the Executive Committee to review.

**Motion by Mr. Maloney to adjourn.**  
**Adjourned at 3:21 p.m.**