

**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, June 10, 2021

**Time:** 2:00 p.m. – 3:30 p.m.

**Council Committee Members:** Deni Hoehne, BJ Swanson, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin

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

**Guests:** Sarah Nash

**Call to Order at 2:01 p.m.**

**Roll Call** – Quorum Met.

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

**\*Review May 13, 2021 Meeting Minutes**

**Motion by Mr. Kolb to approve the May 13, 2021 Meeting Minutes as written. Second by Ms. Swanson.**

**Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - May 31, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	VARG Budget	Total VARG YTD Spent	Total Ending VARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$395,300	\$352,586	\$42,714	\$96,700	\$84,029	\$12,671	\$70,000	\$50,762	\$19,238	\$562,000	\$487,378	87%	\$74,622
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$352,586</b>	<b>\$42,714</b>	<b>\$96,700</b>	<b>\$84,029</b>	<b>\$12,671</b>	<b>\$70,000</b>	<b>\$50,762</b>	<b>\$19,238</b>	<b>\$562,000</b>	<b>\$487,378</b>	<b>87%</b>	<b>\$74,622</b>
Administrative Services & Supplies	\$6,000	\$1,205	\$4,795	\$1,000	\$174	\$826	\$675	\$1,168	-\$493	\$7,675	\$2,547	33%	\$5,128
Communication Costs	\$4,000	\$6,593	-\$2,593	\$0	\$0	\$0	\$300	\$240	\$60	\$4,300	\$6,833	159%	-\$2,533
Computer Services & Supplies	\$26,500	\$16,520	\$9,980	\$0	\$0	\$0	\$29,520	\$2,272	\$27,048	\$55,820	\$18,792	34%	\$37,028
Employee Development, Memberships & Subscriptions	\$7,500	\$881	\$6,619	\$21,500	\$16,266	\$5,235	\$0	\$0	\$0	\$29,000	\$17,146	59%	\$11,854
Employee Travel Costs	\$25,000	\$1,855	\$23,145	\$1,000	\$852	\$148	\$0	\$0	\$0	\$26,000	\$2,707	10%	\$23,293
Contracts, Events, & Other Council Activities	\$528,500	\$193,759	\$334,741	\$23,300	\$13,662	\$9,638	\$30,000	\$0	\$30,000	\$581,800	\$207,421	36%	\$374,379
Rentals & Operating Leases	\$8,500	\$6,467	\$2,033	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$6,467	76%	\$2,033
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$227,279</b>	<b>\$378,721</b>	<b>\$46,800</b>	<b>\$30,954</b>	<b>\$15,846</b>	<b>\$60,295</b>	<b>\$3,681</b>	<b>\$56,614</b>	<b>\$713,095</b>	<b>\$261,913</b>	<b>37%</b>	<b>\$451,182</b>
Grand Total	\$1,001,300	\$579,865	\$421,435	\$143,500	\$114,983	\$28,517	\$130,295	\$54,443	\$75,852	\$1,275,095	\$749,291	59%	\$525,804

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,618,726	\$10,131,274

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WDTF Financial Summary - May 1, 2021		
WDTF Cash Balance 5-1-21	\$15,561,887	
Revenue	\$836,067	
Interest	\$4,559	
Payments	\$605,065	
<b>WDTF Cash Balance 5-31-21</b>	<b>\$15,797,448</b>	
Obligated Employer Grants	\$2,227,202	
Obligated Industry Sector Grants	\$3,429,875	
Obligated Innovation Grants	\$147,721	
*Obligated Outreach Projects & Allocated Budget	\$935,980	
Short Term Financial Assistance Program	\$1,613,512	
FY 21 WDTF Admin Costs	\$421,435	
<b>WDTF Obligated Balance</b>	<b>\$8,775,725</b>	
<b>Unobligated Balance</b>	<b>\$7,021,724</b>	
Proposals Under Review	\$1,211,329	
<b>Unobligated Balance if all funded</b>	<b>\$5,810,395</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	\$12,658	\$5,050	
April	\$233,382	\$5,073	
May	\$836,067	\$4,559	\$22,419
June			
<b>FY21 Totals</b>	<b>\$3,745,986</b>	<b>\$66,714</b>	<b>\$38,365</b>

### Discussion:

Ms. Ames and Ms. Secrist calculated out that of the \$1 million in CARES Act Funding the WDC received for Launch, less than \$10,000 will be left unspent.

WDTF revenues are irregular throughout the year as they line up with when employers pay their unemployment taxes.

### FY22 Operating Budget

Ms. Secrist reviewed the FY22 Operating budget. Please see attached document.

### Discussion:

The Legislature already approved the WDC's FY22 budget so the appropriations cannot change. This version of the budget better defines the budget categories that the funding will go towards, and provides a management tool for staff and the Council to track spending.

How do potential annual pay increases (CECs) factor into the salaries?

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- When the WDC budget is submitted, agency directors are instructed to put in 1% for CECs. Depending on what the Governor recommends for CECs, DFM increases the CEC amount in agency budgets. The CECs are merit based, but the agency has to stay within its pool of funds.
- Ms. Secrist budgets \$1,000 per person for professional development.

Ms. Secrist is suggesting \$30,000 for specific Launch outreach, which is included in the \$1.5m request. It is important that Launch is getting utilized to its full potential. The \$250,000 for Next Steps drives Idahoans to Launch.

By the Council meeting, will there be data on the impact of Launch?

- Ms. Secrist will not have any data yet. Only 6 months will have passed since the start of Launch. Usually, a full year after the start of the program, data is gathered and evaluated.

### ***WDTF Grant Review***

#### **Unitech – Employer Grant**

Unitech Composites is investing \$2,057,651 in workforce training that will take place over the next two years. The employer is also investing \$500,000 in their facility and \$1 million in equipment during the training period. The employer is updating their manufacturing processes as part of transition they are making toward more complex aerostructures manufactured by the business. During the training period the employer will hire and train 116 new workers and retrain 136 existing workers. The quantitative funding model recommends a reimbursable amount of \$1,250 per trainee with a maximum funding amount of \$315,000.

#### **WDTF Request: \$315,000**

Discussion:

What is the reason for Unitech's turnover?

- The turnover was due to natural attrition. Unitech was not refilling positions due to COVID-19.
- The WDTF contract allows the WDC to reduce the amount of funding available to the employer if a trainee is laid off; however, employers are not penalized if the employee leaves the company on their own.

**Motion by Ms. Swanson to approve the Unitech Employer Grant in the full amount of \$315,000. Second by Ms. Griffin. Motion carried.**

#### ***Regional Comprehensive One-Stop MOU's***

Ms. Secrist reviewed the Regional Comprehensive One-Stop MOU's which includes the infrastructure cost sharing agreements. Please see attached documents.

Discussion:

The Idaho Falls TANF phone number has a typo.

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**Motion by Mr. Young to approve the North Central and Eastern Idaho One-Stop MOU's with the above edit. Second by Ms. Swanson. Motion carried.**

### ***Committee Members – Geographical Representation***

Ms. Nielebeck provided an overview of the Committee members geographical representation. Please see attached presentation.

Discussion:

The Committee would like to add this to the council meeting packet.

### ***Executive Director's Report***

#### **July Council Meeting Agenda**

Ms. Secrist reviewed the draft July council meeting agenda. Please see attached presentation.

Discussion:

Ms. Griffin has a few ice breaker activity ideas that she will share with Ms. Secrist.

It would be nice to have a networking time for the Council members and provide some ideas of topics for them to discuss. The agenda will be adapted to include an optional networking breakfast from 8:00-8:30am. Mr. Shaul's presentation will be shifted to allow for 45 minutes uninterrupted during lunch.

A topic of discussion at the council meeting should be the decision to end the extra COVID-19 federal unemployment. Having hot button issues on the agenda will encourage council members to engage.

#### **Joint Grant Review Policy Committee Meeting**

On July 13, the Grant Review Committee and Policy Committee are going to meet to discuss some of the challenges and concerns that have come up around the WDTF and where there is room for improvement.

#### **WIOA Service Provider Update**

Negotiations are almost complete, and a service provider will be announced soon.

#### **Age of Agility – October 2021**

The 2021 Age of Agility conference will be virtual out of the IPTV studio. The conference was able to reach so many more people statewide through the virtual event. If the success of the 2021 conference declines, we can go back to in-person. Ms. Secrist is working with the Governor's Office to find when Governor Little is available.

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### **DOD Info on Service Members**

The first data will be available in a couple of weeks. There is data from 120 individuals that can be released to the state. Ms. Secrist is working on how this data will be shared with workforce system partners (including the Veterans Chamber of Commerce) to reach out to the servicemembers transitioning to Idaho.

### **Boys and Girls Club Alliance**

Idaho is receiving a significant amount of American Rescue Plan monies to help with learning loss. Health & Welfare has a grant program for childcare providers and the Boys and Girls Club Alliance received \$500k for the first quarter. They are planning to create an apprenticeship program for the youth development specialists at the Boys and Girls Club. Participants could come into the program, leverage the alternative teacher preparation modules, and potentially finish the program with a teaching certificate. This is a great way to increase the teacher pipeline in Idaho. Next week the Governor will announce this program at the Boys and Girls Club of Ada County.

### **WDC Personnel Update**

As of Monday, Jeffrey Bacon will be an official state employee of the WDC. We are excited to have him transitioning into a permanent position.

### **Executive Committee Discussion Topic – Recruiting/Hiring Challenges**

Discussion:

There are many challenges right now with recruiting. It would be nice to have a discussion with the Council on the economic factors contributing to the challenges. It is getting harder to find workers, particularly in IT and cybersecurity. More people are having the option to work remotely. Idaho Power is working to bring workers back in a hybrid setting. Employees are losing the ability to collaborate by working virtually. The cost of living has also changed the ability to find individuals who want to stay in the state or getting individuals to move to the state.

North Central Idaho has not had an abundant supply of workforce and the pandemic has put even more pressure on the labor supply. There are 75 to 100 openings at Vista Outdoors that are unable to be filled in that area of the state. Employees are needing to work overtime to fill the gaps. Employers are trying to balance overtime needs with home life by making overtime voluntary.

People are hesitant to come back into the workforce due to the pandemic. It will be interesting to see how the ending of the federal unemployment benefits will impact the workforce shortage.

Businesses are offering up flex schedules to enable people to work shorter hours around childcare and other jobs. The concern is that the jobs do not come with benefits but do come with a good wage. Childcare availability is low. Some things are opening back up but there are even fewer options for childcare. Offering more federally subsidized childcare would be beneficial.

This is a new era where employers are offering up incentives to bring individuals back into the workforce.

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These discussions are helpful to know what direction the Council may want to move in.

**Motion by Ms. Swanson to adjourn. Second by Mr. Maloney. Motion carried.**  
**Adjourned at 3:28 p.m.**

DRAFT