

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, March 12, 2020

Time: 2:00 p.m. – 3:30 pm

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

Staff: Wendi Secrist, Caty Solace, Paige Nielebeck, Matthew Thomsen

Guests: Jane Donnellan

Call to Order at 2:00 PM

Roll Call – quorum met

Review Agenda

Ms. Secrist requested that the State Plan approval be moved ahead of the budget report.

State Plan Approval (Including Waiver Request)

Ms. Donnellan and Ms. Secrist presented the 2020 WIOA State Plan and WIOA Title I-B Program Plan. Please see attached slides.

How is the retail industry growing in Idaho? Around the nation stores are closing physical shopping locations and are selling most products online.

- IDOL updates industry and employment projections on a two-year rolling basis. Right now, retail in Idaho is projected to grow. Retail occupations can cross industries (e.g. if a manufacturing company has a small store at their distribution center, the workers are classified as retail workers).
- Retail is called out in the State Plan because in today's economy we need to help individuals who are not connected to the workforce, get connected. Retail jobs are some of the easier jobs to connect lower skilled individuals to. Entry-level retail stores are not considered sustainable wage jobs, but help get individuals integrated into the workforce.
- The definition of retail is constantly changing.

In the State Plan, two or three specific activities or objectives are listed under each focus area. The One-Stop Committee and WIOA Advisory Group wanted to have details in the State Plan to hold each of the entities accountable.

What is the involvement of each partner in the operational planning elements section of the State Plan?

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- In the operational planning elements section, each agency writes their own content on how the agency is going to contribute to the State Plan goals. Throughout the entirety of the State Plan the agencies contribute their own content.
- With the agencies contributing content, is there a risk of an agency not agreeing with something in the plan?
 - No, each agency feeds the information for the plan through Rico Barerra (Department of Labor) and Rico assembles all the content into the State Plan. Ms. Secrist will ask each agency to sign off on the plan saying the agency agrees with the content in the plan prior to submitting. The State Plan is also vetted through the One-Stop Committee.

The organizational chart (page 81) and the table (page 74) from the State Plan would be useful items to share with Council members on an annual basis.

The State Plan is on the Workforce Development Council website and is open for public comment until March 23. If there are public comments that require significant changes to the State Plan, the plan will be brought before the Executive Committee in an emergency meeting for amending.

Motion by Mr. McCray to approve the WIOA State Plan with the condition that non-substantive comments may be integrated into the State Plan following the close of the public comment period. Second by Mr. Maloney. Motion carried.

Review February 13, 2020 Meeting Minutes

Motion by Ms. Swanson to approve the February 13, 2020 meeting minutes as written. Second by Ms. Hoehne. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - February 29, 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	\$390,100	\$245,018	\$145,082	\$95,400	\$59,716	\$35,684	\$485,500	\$304,734	63%	\$180,766
PERSONNEL	\$390,100	\$245,018	\$145,082	\$95,400	\$59,716	\$35,684	\$485,500	\$304,734	63%	\$180,766
Administrative Services & Supplies	\$6,000	\$2,161	\$3,839	\$1,000	\$707	\$293	\$7,000	\$2,869	41%	\$4,131
Communication Costs	\$4,000	\$2,644	\$1,356	\$0	\$0	\$0	\$4,000	\$2,644	66%	\$1,356
Computer Services & Supplies	\$20,850	\$13,084	\$7,766	\$0	\$0	\$0	\$20,850	\$13,084	63%	\$7,766
Employee Development, Memberships & Subscriptions	\$7,500	\$1,333	\$6,167	\$19,450	\$13,516	\$5,934	\$26,950	\$14,849	55%	\$12,101
Employee Travel Costs	\$25,500	\$6,521	\$18,979	\$7,000	\$8,456	-\$1,456	\$32,500	\$14,977	46%	\$17,523
Contracts, Events, & Other Council Activities	\$279,750	\$194,019	\$85,731	\$22,550	\$26,586	-\$4,036	\$302,300	\$220,605	73%	\$81,695
Rentals & Operating Leases	\$8,500	\$5,920	\$2,580	\$0	\$0	\$0	\$8,500	\$5,920	70%	\$2,580
OPERATING	\$362,100	\$225,683	\$126,417	\$50,000	\$49,265	\$735	\$402,100	\$274,948	68%	\$127,152
Grand Total	\$742,200	\$470,701	\$271,499	\$145,400	\$108,981	\$36,419	\$887,600	\$679,682	65%	\$307,918

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$4,444,593	\$3,239,907

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WDTF Financial Summary - February 29, 2020	
WDTF Cash Balance 2-1-20	\$14,632,369
Revenue	\$469,180
Interest	\$26,109
Payments	\$772,566
WDTF Cash Balance 2-29-20	\$14,355,093
Obligated Employer Grants	\$2,104,814
Obligated Industry Sector Grants	\$3,369,267
Obligated Innovation Grants	\$226,067
*Obligated Outreach Projects & Allocated Budget	\$806,126
FY 20 WDTF Admin Costs	\$271,499
WDTF Obligated Balance	\$6,777,773
Unobligated Balance	\$7,577,320
Proposals Under Review	\$145,000
Unobligated Balance if all funded	\$7,432,320

*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			
April			
May			
June			
FY20 Totals	\$2,509,201	\$252,576	\$41,224

Executive Director Update

US Department of Labor Monitoring Results

The US Department of Labor (USDOL) issued 8 findings from their monitoring of Idaho's WIOA Title I and Title III programs. USDOL also noted 3 areas of concern and 3 promising practices. Ms. Secrist shared the findings and areas of concern.

Does the Rapid Response finding have to do with Council policy?

- No, Rapid Response is an IDOL policy.

Procurements

The Council is required to provide input into the procurement of the Adult Education provider which is administered by CTE. Ms. Secrist will need a panel of three individuals to help ensure the provider aligns with the State Plan. Ms. Secrist will work with Chairman Clark to identify people to serve on the panel.

The Division of Purchasing is close to releasing the One-Stop Operator procurement. Ms. Secrist will need a review panel for the procurement. Ms. Donnellan has already offered to chair the review panel.

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Community Grants Update

Mr. Thomsen is working on updating Community Grants grant portal. All grant application scoring will be done in the Community Grants portal and Mr. Thomsen has updated the application questions based on feedback from the Outreach and Grant Review Committees.

INL Projects

Mr. Maloney and Ms. Secrist attended a meeting in Idaho Falls with INL. There are 5 major projects under development. If all the projects are implemented over the next ten years, INL will need a spike of 5,000 construction workers in 2024 and another 1,200 permanent workers for the lab. Ms. Secrist is working with IDOL to conduct a detailed workforce survey to identify what types of skill sets INL will need so training programs can be aligned to INL's needs.

Coronavirus

Ms. Secrist will attend a State Agency Directors meeting where the Governor will roll out Idaho's response to COVID-19. Congress is attempting to address some of the economic consequences of COVID-19. Some changes will be made to unemployment insurance. USDOL has issued guidance to allow for unemployment coverage for people who are being quarantined. Unemployment will not be a substitute for sick leave Congress is looking at options to provide paid sick leave to individuals who currently do not have paid sick leave provided by their employers.

Chairman Clark requested that resources be provided on the state preparedness website for working remotely and having remote workers. Mr. Clark also requested that the WDC staff gather resources for employers and make them available online in one location. Ms. Secrist will have more guidance from the Governor on Monday.

Council members are planning to come from across the state for the April Council meeting. It is possible that the COVID-19 outbreak will prevent the Council from meeting in person. It would be challenging to navigate a full Council meeting remotely since there are 37 members. There is important business that needs to be taken care of in April. Ms. Secrist will send out information to the Council once she receives guidance from the Governor about public meetings and large gatherings. If the Council decides to do a virtual meeting, compliance with the Open Meeting laws will need to be taken into consideration.

Outreach Committee Funding

The Outreach Committee has used most of their Outreach Project funding for the year. The Committee has a few projects coming up that seem to fit the mission and goals of the Council. The Committee is concerned about running out of funds for the rest of the fiscal year.

Based on projects that the Outreach Committee approved last week, there is only about \$41,000 left of the \$300,000 allotted for Outreach Projects. Joe Maloney shared that the AFL-CIO will not be able to expend all the funding they received to do outreach about registered apprenticeships. The AFL-CIO Outreach staff member resigned, and it would take the AFL-CIO a few months to find someone to fill the position. By then the school

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year will be over. The AFL-CIO does not want to waste the funds the Outreach Committee granted them and will release the unexpended funds. Mr. Maloney requested that the Council support AFL-CIO in figuring out how they can promote apprenticeships until the position can be filled (resources, etc.).

About \$50,000 will be returned to the fund from AFL-CIO. The return of this money will put the Outreach Project funding balance at \$90,000. Ms. Solace and Mr. Young feel this addresses the issue of the Committee running out of funding. \$90,000 will suffice to let the Committee fund respond to new outreach project requests through the rest of the fiscal year.

April Council Meeting Agenda

Ms. Secrist reviewed the April 2020 Workforce Development Council Agenda. Please see attached draft agenda.

If the April Council meeting were to be cancelled due to COVID-19, an Executive Committee meeting will need to be called to review the WIOA policies. Everything else on the Council meeting agenda could be postponed until a later date.

The Executive Committee expressed that if the Governor does not give direction to cancel the meeting, then they would like the staff to proceed with plans to host the April Council meeting.

Motion by Ms. Swanson to adjourn. Second by Mr. Young. Motion carried.

Adjourned at 3:38 PM