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

Date: Wednesday, October 13, 2021  
Time: 9:00 a.m. – 2:15 p.m. Mountain  
Location: Zoom  
    Webinar ID: 841 5011 7148  
    Passcode: 949696  
    https://us06web.zoom.us/j/84150117148?pwd=L2VRWVVqNitEbmd6cExJa3ZML2N2UT09

**WORKFORCE DEVELOPMENT COUNCIL**  
**AGENDA – AMENDED 10/6/2021**

*Action Required*

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<th>Time</th>
<th>Session</th>
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<tr>
<td>9:00 – 9:15 am</td>
<td>Welcome</td>
<td>Deni Hoehne, Chair</td>
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<td>• Roll Call</td>
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<td>• *Review/Approve Agenda</td>
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<td>• *Approve Minutes from July 14, 2021 Meeting</td>
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<td>9:15 – 9:45 am</td>
<td>Age of Agility Debrief</td>
<td>All</td>
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<td>9:45 – 10:15 am</td>
<td>Executive Director &amp; Chair Reports</td>
<td>Wendi Secrist &amp; Deni Hoehne</td>
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<td>10:15 – 10:30 am</td>
<td>Break</td>
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<td>10:30 – 11:30 am</td>
<td>Committee Updates/Action Items</td>
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<td>• Executive Committee</td>
<td>Deni Hoehne</td>
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<td></td>
<td>o *Recommendation on Strategies and Council Member Roles</td>
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<td>• Policy Committee</td>
<td>Caty Solace</td>
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<td>o *Financial Assistance for Short-Term Workforce Training (Launch)</td>
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<td>o *Additional Funding for Launch</td>
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<td>• One-Stop Committee</td>
<td>Jane Donnellan</td>
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<td>o *Youth Services Priority Policy</td>
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<td>o *WIOA Funding Distribution Policy – Align with Federal Fiscal Year for Adult &amp; DW and mid-year adjustments</td>
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Reasonable Accommodations for Persons with Disabilities: Please send requests three days prior to the meeting to Paige Nielebeck, Idaho Workforce Development Council, 208-488-7560, or paige.nielebeck@wdc.idaho.gov.

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<th>Time</th>
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<tr>
<td>11:30 – 12:00 pm</td>
<td>CTE &amp; SkillStack</td>
<td>Clay Long</td>
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<td>12:00 – 12:45 pm</td>
<td>Break for Lunch</td>
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<td>12:45 – 1:30 pm</td>
<td>Workforce Planning Best Practices</td>
<td>Hope Morrow, Idaho National Lab</td>
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<td>1:30 – 2:00 pm</td>
<td>WDTF Updates – Sector Grants</td>
<td>Matthew Thomsen</td>
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<td>• University of Idaho Co-op Expansion</td>
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<td>• College of Eastern Idaho</td>
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<td>Cybersecurity and/or Welding</td>
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<td>• Mini-Cassia Machine Operator STRAP</td>
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<td>2:00 – 2:15 pm</td>
<td>Chair’s Closing Remarks</td>
<td>Deni Hoehne</td>
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July 14, 2021
Meeting Minutes
Meeting Minutes

Date: Wednesday, July 14, 2021
Time: 8:30 a.m. – 5:00 p.m. (Mountain Time)
Location: In-Person – State of Idaho Chinden Campus

Council Member Attendees: Deni Hoehne, Anna Almerico, BJ Swanson, Brian Cox, Clay Long, Dave Hannah, Donna Butler, Hope Morrow, Jane Donnellan, Jani Revier, Jeff Greene, Joe Maloney, John Young, Kate Lenz, Kelly Kolb, Linda Clark, Liza Leonard, Lori Barber, Marilyn Whitney, Michelle Stennett, Sarah Griffin, Scott Syme, Ben Davidson (Proxy for Shelli Bardsley), Sherry Maupin, Tom Schultz, Jake Reynolds (Proxy for Tom Kealey), Shannon Brady (Proxy for Lori Wolff)

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

*Workforce Development Council is hereafter referred to as WDC.

Call to order at 8:30 a.m.

Roll Call/Introductions – Quorum Met

*Review/Approve Agenda
Motion by Dr. Clark to approve the July 14, 2021 Agenda as presented. Second by Ms. Swanson. Motion carried.

*Approve Minutes from April 14, 2021 Meeting
Motion by Mr. Kolb to approve the April 14, 2021 meeting minutes as written. Second by Mr. Green. Motion carried.

Council Member Updates

Shoshone-Bannock Tribes
Ms. Fletcher is unable to attend the meeting today so this agenda item will be postponed until a later meeting.

Next Steps & Launch Update
Ms. Solace provided an update on Next Steps & Launch.

Next Steps
This project has truly bonded education and workforce development outreach efforts. Ms. Solace has been integrated into the OSBE office and feels like a welcome contributor to their outreach team. The team meets on a weekly basis and communicate on the daily.

Next Steps Idaho was created in 2015 for 8-12 graders with a focus on going to college. It now serves all Idahoans.

Through the strategic investments of the Council and the hard work of the Committee members, partners, and staff, Next Steps Idaho recognizes that the career aspirations of Idahoans are linked to building a better educated and skilled workforce and a stronger economy.

Next Steps Idaho is a robust, dynamic “one-stop shop” for information and tools to help set in motion or accelerate education and/or career journey. Teens contemplating college or technical training programs can use the Appy Idaho feature to easily submit applications to Idaho Colleges; or the Future Finder Tool can match their skills and interests with potential careers. Adults interested in a new career can find information about training, upskilling, returning to school, and programs to help pay for their transition. Created by and for Idahoans, Next Steps Idaho is a unique space where people of all ages, backgrounds, and interests can start/restart their individual education journey toward personal and career advancement and satisfaction.

If anyone would like a tour of the new and expanded site, Ms. Solace and the OSBE outreach team would be happy to provide that experience.

Although the expanded site launched late last summer it has been a busy year for the project team.

- This year the team was able to create a governance structure which allows the relationship between the WDC and SBE to function operationally and bring in additional partners.
- Three committees were created to help with the management and oversight of the site:
- The project team has begun the first phase of the Next Steps outreach work. The first phase is focused around ensuring that the partners have the tools they want and need to begin to embrace and use Next Steps.
  - There was also a creation of collateral for the outreach campaign. It included the commercial at the following link: https://vimeo.com/560154360/2bb15865be. The materials will roll over and be used for next year’s outreach efforts. This spring alone, 25 media articles all around the state have been posted promoting Next Steps and Next Steps and Launch together.
  - Outreach efforts on the site began based on what has been learned from the Council supported Adult Opportunity campaign and the CARES Act supported Launch campaign. The initial outreach effort used TV/Radio, social media, and CTV.
  - Year over year, analysis is conducted to ensure the dollars being invested in outreach are performing. Last year, Next Steps saw 15,194 visitors staying for about 1 minute and 50 seconds.
While running the outreach campaign in 2021, the site saw 23,046 visitors spending an average of 4 minutes and 49 seconds on the site in just two months. These visits were spread throughout the state.

In May and June, the site visitors were between 80-85% new to the site. The top 5 visited sites were: Home, Future Finder, Future Finder Quiz, Browse Careers, and Idaho Colleges.

- The project team continues to build new additions to Next Steps. A few of the new features include: more informative career cards with more information on what career are like and how to prepare for them, 14 additional rural career fliers to make a total of 35, CTE program directory, media kit landing page, comprehensive search feature, better calendar, video gallery, workforce training directory, enhanced educator landing page, updated career cluster survey, updated high school learning plans, 30+ new lesson plans, Financial Aid landing page, and a Next Steps account login (going live August 1).
- In the next year the team would like the opportunity to be able to continue a statewide campaign including TV/Radio, search, social media, CTV, streaming radio, earned media efforts, and partner buy-in. The team plans to continue building resources for adult audiences.

Together with the Council member support, the partnership of the State Board of Education, and a lot of collaboration, communication, and hard work the site the Task Force imagined in 2017 will be realized.

As part of the budget request, the Council will see an item to continue the Council’s investment in Next Steps Idaho with $250,000. $200,000 for continues outreach and $50,000 to support further development of the site. This is an integral year in the adoption of Next Steps and a year when we will begin to see a large return on investment in regard to reach.

Launch:
A quick way to access Idaho Launch is through Next Steps Idaho. The link to Idaho Launch resides on the homepage of Next Steps or the search function can be used to find the link.

Launch is the pathways for all Idahoans seeking to work in Idaho to receive tuition support through the Workforce Development Training Fund (WDTF) for short-term training that will allow them to attain in-demand, employer requested, skillsets. The programs’ start was bolstered through $1,000,000 in CARES Act dollars that allowed the Idaho Workforce Development Council (WDC) to:

- Complete a large-scale survey of employers to ascertain the skillsets they are, and plan to, hire for in the coming years (845 respondents). We have plans to refresh this data on a regular basis.
- Pay for 100% of training for those whose employment was affected by COVID-19 through the end of May 2021.
- Run a comprehensive outreach campaign to create awareness for the program.

Under the Launch brand, the WDC started a program supported by the WDC Financial Assistance for Short-Term Training. The program that exists today is as follows:

**Participants must be:**
- Idaho Resident
- Planning to use the benefit to work in Idaho

A proud partner of the **american job center** network
There is a benefit for anyone who meets those requirements:

- 75-90% tuition costs only, based on household income

Some important details:

- $7,500 max benefit
- Once in a lifetime benefit
- A program can include more than one course
  - For example years 1,2,3,4 of an Apprenticeship or adding Udemy membership (5,000 self-paced programs) to any other program
- Eligible programs are approved by the WDC Policy Committee at their monthly meetings.

Idaho Launch went live in mid-October 2020 and has had over 25,000 visitors as of yesterday with an average session duration of 2 minutes and 19 seconds. The visitors are fairly even between male (48%) and female (52%). There is a slight concentration in visitors between 25-34 years old. Based on initial user and Career Planner feedback, a few enhancements are being added to the site.

The WDC is using their extern Jean Millheim, the JR/SR librarian from Potlach, to do extensive data work and conduct a follow-up survey.

![Launch Courses by Participation](image)

The life of the program has been very short. To bring a request to the Policy and Council for continued funding, the numbers are based on the first seven months of the program. The last month has been a busy one. The WDC has seen 400 contracts to date.

An estimation of costs based on the first 7 months of the program follows.

Program costs:
Obligated through 5/31/21 | $772,485  
Average cost per month | $110,355  
Estimated annual program cost | $1,324,260  
Administration cost per person | $50  

Participant information:  

<table>
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<tr>
<th>Participants through 11/16/20-5/31/21</th>
<th>322 7 months of the program</th>
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<tr>
<td>Average training cost per participant</td>
<td>$2,399.02</td>
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Proposed Budget for FY22: $1,500,000  
- 600 participants @ $2,400 each = $1,440,000  
- 600 participants @ $50 (administration) = $30,000  
- Up to $30,000 in direct digital/traditional marketing / focused on search  

There are now three/three months periods to compare site traffic.  
- 3/10/21-6/30/21 (paid outreach program) – 15,953 site visitors  
- 12/08/20-3/09/21 (organic referrals) – 2,194 site visitors  
- 10/18/20-12/07/20 (paid outreach program) – 10,412 site visitors  

Discussion:  
Are the high school students being asked to go to the sites as part of their day-to-day schooling?  
- That is not something that can be mandated at a state level. The outreach staff at OSBE has done a great job of building those relationships at the school level.  
- The media campaign ran this March was led by Next Steps Ambassadors who serve as counselors in schools.  

What are career cards?  
- The career card is a webpage that shows all the information gathered on those careers and shows what an individual might expect in that position, the labor market in Idaho, etc.  

Where do the salary ranges come from that are on Launch?  
- They are state averages. It is the same information that is being pulled for Next Steps Idaho which is data the WDC received from IDOL.  
- We do not want individuals turn away from in-demands skills training because the wages are not reflective of all regions in Idaho.  
  - Staff are investigating whether regional wage data could be integrated into Launch.  

What is the intended audience of Next Steps vs. Launch and how are the two sites connected?  
- Next Steps is a research hub. People go to Next Steps to get in-depth information on a career they are interested in and to do some self-reflection. Next Steps has a host of self-assessments.
• Launch is designed for individuals to access training. It also provides tuition assistance to Idahoans through the WDC program.
• The two sites are linked.

Are there restrictions on Launch assistance if the individual is already getting support from another entity?
• It would be great if the individual is getting support from another entity. The Launch program can only cover 70-90% of the cost of the training. With the support of another entity the training could be paid in full. The entry point for Launch is a career planner at IDOL so each individual is being evaluated for other benefits before they receive a voucher.

Is there an age limit for Launch?
• There is not. If the individual is an Idaho resident using the training to work in Idaho, they are eligible for the program. If the individual is under the age of 18, they are eligible, but do have to have a parent sign the contract for them. This is a once in a lifetime opportunity so it is important to ensure the individual understand they cannot use the benefit again.

The Launch program is structured around the employer survey data. How often is that data going to be redone?
• The data will be refreshed on a regular basis. The intent is to close the loop by going back to the employers to see if their needs have changes and to see if the skills people are receiving through Launch are useful to them.
• Energy is not listed in the industry list.
  o The industries will be refreshed to match the Career Clusters used on Next Steps Idaho.

How is the WDC ensuring that we are getting a cross section of industries, etc.?
• The survey was pushed out through Idaho’s industry associations, etc. and those associations passed it on to their members. The researchers felt the responses were a statistically significant representation of the state.

Executive Director’s Report

FY21 Year End Budget Report

<table>
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<tr>
<th>STATE EXPENDITURE CATEGORY</th>
<th>WDDF Budget</th>
<th>Total WDDF YTD Spent</th>
<th>Total Ending WDDF</th>
<th>WDDA Budget</th>
<th>Total WDDA YTD Spent</th>
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<td>Salary &amp; Benefits</td>
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A proud partner of the American Job Center network
The WDC staff anticipated seeing a significant payout from the WDTF to grant reimbursements, but the pandemic brought everything to a halt, so we are not utilizing the extra spending authority the Legislature granted the WDC.

The amount transferred into the fund is based on when employers pay their unemployment tax. It does not impact the Council’s ability to award grants, unless the fund balance were to get very low.

Discussion
Where does the CARES Act funding fit in? Does that go into trustee benefits?
- The CARES Act funding is not included on the budget. Those funds were setup in a separate fund. They were also one-time funds.

Does the WDC expect the Governor to recommend additional workforce funds?
- Ms. Secrist is working closely with the Governor’s office. Ms. Secrist is also involved in discussions around priorities for our partners.

*FY22 Operating Budget*
The total amounts in each of the sections are set by the Legislature in March. How the funds are spent within the subcategories are determined by the staff and Council. The two major items that the staff is asking the Council to approve are the Next Steps funding and the Teacher Externship program funding.

### WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - FY22 DRAFT

<table>
<thead>
<tr>
<th>STATE EXPENDITURE CATEGORY</th>
<th>WDIF Budget</th>
<th>WIOA Budget</th>
<th>Youth Apprenticeship Budget</th>
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<th>Sub-recipient &amp; Incentives</th>
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Workforce Development Training Fund Requests

"Commitments" included in Budget:
- Next Steps: $250,000
- Teacher Externship Program: $50,000

Policy Committee Request - Idaho Launch: $1,500,000

Outreach Committee Request: $350,000

The Policy Committee is requesting $1.5 million be obligated for the Idaho Launch program.

The Outreach Committee is requesting $350,000 to support outreach projects. Mr. Young reviewed the Outreach Budget Request. Please see attached packet.

Discussion:

Is the Outreach Committee going to need more funding to catch up from last year?
- The Outreach Committee feels that $350,000 will be enough but the Committee can always come back to request more funds.
- If the funds are not spent the money stays in the training fund.

Motion by Mr. Maloney to approve the FY22 Operating Budget as presented. Second by Ms. Revier. Motion carried.

FY23 Budget Request
The FY23 funding becomes available in July 2022. Ms. Secrist does not anticipate any significant changes to the operating budget in the FY23 request. The WDC does plan to include a line item in the budget to request an FTE. This position will help with the increased WDC workload. With the addition of Idaho Launch, the Youth Apprenticeship Readiness Grant, Apprenticeship Incentive program, etc. the amount of fiscal work has increased around processing transactions. To address the gap, the WDC staff brought on a temp to help alleviate immediate workload issues. The plan is to bring on an administrative assistant and reorganize some of the other WDC staff’s duties. There needs to be a staff member who can focus on accounts payable and council meeting logistics. This would enable Ms. Nielebeck to focus on other projects that she has not had time to work on. It will also free up some of Amanda and Matt’s time to work on other priority projects.

Executive Director Updates

Thank you to all the stakeholders who participate in the WDC Committees.

The WDC is working with the Department of Defense to pilot a new program that Senator Crapo’s office helped incorporate into the National Defense Authorization Act. This helps the DOD be able to release information on service members who are leaving the military and planning to come back to Idaho. Approximately 120 individuals indicated they are planning to come to Idaho over the past year and would like their information shared with the state. The WDC is working with the Idaho Veterans Chamber of Commerce to see how we can leverage the data to help Idaho employers connect with service members.

The Teacher Externship program is running right now. There is a Teacher Extern blog on the STEM Action Center website. It is great to see the experiences the teacher externs are having and what information they are taking back to their classrooms.

The WDC is working with the Shoshone-Bannock Tribe and the Shoshone-Paiute tribe to create opportunities for their tribal members to connect with jobs within their communities. It has been great to build relationships with the tribes and find areas where we can support each other. The Shoshone-Bannock Tribal Council members visited with agency leaders and took a tour of the Dennis Technical Center. The Shoshone-Bannock High School is working to shift to an entirely project based learning curriculum. The Tribe is in the process of applying for an industry sector grant to support some of these efforts.

Committee Reports

Ms. Secrist reference the Committee reports. Please see attached document.

Chair’s Report

Ms. Nielebeck put together a report to show where across Idaho the Committee members are located. Please see attached document. If anyone has thoughts our feedback, please provide those to Ms. Nielebeck. If anyone has ideas of people who might want to participate in committees, please provide their information to Ms. Secrist.
Ms. Hoehne reviewed the Executive Committee report. Please see attached document.

The WDC has been able to create great partnerships with the State Board of Education Executive Committee. The WDC Executive Committee meets with the State Board of Education Executive Committee regularly to keep the partnership strong.

*WDTF Policy Update*

The Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs are:

- Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
- Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
- Support growth of the economy by assisting employers with job creation and integration of technology, specifically through the development of skills in their existing and/or new employees.
- Provide a return on investment to Idahoans as evidenced by increased wages, job creation, capital investment, retention of Idaho’s workforce, credential attainment and/or customer satisfaction (employer and trainee).
- Promote innovation in talent development.
- Encourage replication of best practices in talent pipeline development.

Ms. Swanson reviewed the updates to the WDTF Policy. Please see attached document.

**Innovation Grant**

Based on the efforts of the Work-Based Learning Committee, the Policy Committee is recommending changes to the Innovation Grant policy to provide flexibility and increased funding to projects that are starting or scaling work-based learning.

The first change will allow the entity to request more than $25,000. The Work-Based Learning Committee is working on definitions and outcomes for each type of work-based learning, in partnership with the State Board of Education, and this will in turn help the Grant Review Committee evaluate the quality of any programs requesting funding.

The second, and last, change allows for up to two years for the contract. Regular innovation grants have a one-year term and that may not be long enough to get these types of projects going.

**Motion by Ms. Swanson to approve the changes, as written in this document, to the Innovation Grant Policy to further support work-based learning initiatives. Second by Ms. Griffin.**

Discussion:
This will help the WDC align all the work with apprenticeships and streamline the processes.

**Motion carried.**
*Apprenticeship Incentive*
Following the adoption of this new policy at the April meeting, staff identified a small, but important, oversight with respect to implementation of the incentive in support of School to Registered Apprenticeship.

The policy included a contractual term stating that only full-time, non-seasonal employees qualified for reimbursement. Youth apprentices who are still in high school will likely not be working full time until they graduate. The change being recommended addresses that issue.

Because of the efforts underway with the Youth Apprenticeship Grant, the Executive Committee provided Ms. Secrist the authority to implement the language below in advance of the Council meeting. The WDC did not want to send the message that we are not in support of School to Registered Apprenticeships. However, the Executive Committee made it a temporary waiver until the full Council could act. The Policy Committee has recommended the policy changes for approval.

The addition of this language clearly exempts School to Registered Apprenticeship from the full-time requirement and reduces the hours required for the first reimbursement to 175 hours of on-the-job training recognizing that the youth will not be working full time.

**Motion by Ms. Swanson to approve the changes, as written, to the Registered Apprenticeship Incentive Policy. Second by Ms. Almerico.**

Discussing:
What is the policy change doing?
- The original policy allowed for the WDC to reimburse employers for registered apprenticeships only if the employee is full-time. For STRAP programs, the student is often not working full time. This policy change allows for the WDC to reimburse the employer once the apprentice has completed 175 hours of their apprenticeship. It is important that STRAPs qualify for the program.

**Motion carried.**

**Break: 10:45 a.m. – 11:00 a.m.**

**Board Development Continuation - Input to Strategic Plan**
At the last council meeting, the Council participated in a board development activity to explore what the Council is and develop the WDC “About Us” and elevator pitch. Ms. Salisbury ran the group through activities to help the Council define the roles of the Council members. It is time to come full circle and see if the 2019 strategic plan needs to be adapted to fit the board development work conducted.

The Council participated in breakout board development activities.

**Lunch: 12:00 p.m. – 12:45 p.m.**
**Labor Market Presentation**

Mr. Shaul presented on Idaho’s Labor Market. Please see attached slides.

**Discussion**:

How does IDOL determine the number of people who are not going back to work because of COVID and those not returning to work because they do not want to?
- Idaho does not ask that question. It is hard to get information for individuals who do not want to come back to work.
- Mr. Shaul will look more into this.

How does the 14.4% of individuals telecommuting compare to individuals telecommuting before the pandemic?
- The number was lower before the pandemic. That number may come down once things start relaxing. IDOL is working to figure out how to track this information in the future.

What data does IDOL have about insufficient childcare?
- There is a census poll survey that can provide some of the data. Part of this has to do with anecdotes from stakeholders.
- Mr. Shaul can follow-up with the census data.
- The reason why women are not recovering in the workforce as rapidly is because childcare centers are not opening, and schools are either virtual or in a hybrid setting.
  - USDOL has labor statistics on these issues. This is a good resource to utilize.

Is there any data on wages and wage increases at entry level roles?
- Wage data has the longest lag.
- Employers are offering signing bonuses and higher wages to try to find workers. Eventually this will influence wages.
- Starting wages are going up but are still low. The market is dictating what the minimum wage is.
- There is a wage graph on IDOL’s website that has information.

Is there any correlation between the lack of housing and the unemployment rate?
- Not directly. There are no data sets that tells IDOL that inflation and housing affordability are an issue for Idahoans. There is concern about job growth perspectives in the future if the market does not even out.

Will Idaho get to a stage where automation is going to permanently replace some frontline jobs?
- There are certain industries that need automation (e.g., truck driving). The lack of truck drivers is affecting the prices of supplies because there is a lack of workers.
- Mr. Shaul can get more information on this subject.
- It seems that we are still well away from having automation take over jobs.

**Council Discussion**

A proud partner of the American Job Center network
What does the Council need to work on?

- Remote work. Valley County has had exponential growth with individual working remotely. This is a market that needs to be tapped into. This is something becoming more and more prevalent in the labor force.
  - The WDC needs to help small employers tap into remote workers.
- Workforce housing. There are several mines going up that are going to need temporary housing. Hospitality is also important in these areas. Individuals cannot come here to work if they cannot find housing.
  - It would be interesting to see if Idahoans are leaving due to housing prices.
  - If Idaho does not address the housing issue, then there will not be sufficient workforce. The Governor’s Office knows this is a priority.
  - Who can the WDC ask if there is a way for us to contribute to the housing issue?
    - Governor’s Office
    - Idaho Housing and Finance
    - Idaho Commerce
  - The workforce housing that is available is not affordable for the service providers. Can the above entities work together to get land, build workforce housing, and ensure it is dedicated for that purpose? The WDC is going to have to get creative on how to address this issue.
  - North Idaho is a large attractor for retirees. This has caused extreme real estate escalation in the area. There is developable land so more family housing is being built but the affordability is a challenge.
  - Workforce housing is different than affordable housing.
    - Local Housing is another common term.
  - Workforce housing is not under the purview of the statute of the Council. It is something that the WDC can influence other agencies to address but not something the WDC should tackle.
- Minimum Wage.
- Childcare. Companies are finding ways to open childcare centers for their employees because there are no options for parents.
  - If there are opportunities to highlight this as a workforce issue the WDC should do that.
  - People are looking for multiple jobs to be able to work around childcare schedules. This is forcing employers to look at different standardized schedules to enable these individuals to work two to three jobs.
- Tourism industry.
- Broadband. Everyone in Idaho needs to be able to access online resources.
  - Idaho Commerce is working on this issue.
  - There is a Broadband Advisory Council.

Now that an individual can get directly into a job without going through college, how is that impacting the education institutions in Idaho?
• The State Board of Education has some data on this issue. Enrollment numbers appear to be down. The State Board of Education can bring this information to the Council. The institutions are working hard on the enrollment numbers but there is a latent effect of the pandemic.
• The enrollment at CEI is up but they are seeing individuals who are starting programs and then dropping because they find employment.
• There are also many individuals who are dropping out of high school to get jobs.
• It is important to realize that the hole in education created by the pandemic is not as great as in some places. Some school districts were in session over the past several months. There are states that closed education entirely. Idaho has some students who have disappeared from registration entirely.
• The Idaho out-of-school programs are working on addressing some of the learning gaps. They are working on leveraging resources to support the school districts and students outside of the school day.
• There are a lot of people working part time who are also seeking education opportunities.

Is the WDC staff seeing a decrease in WDTF applications?
• Applications were down since the start of the pandemic. Mr. Thomsen is starting to see an increase in applications.

One of the roles of the Council is to identify the challenges of Idaho’s workforce. Right now, there is a disconnect in the line of sight between the individual and the workforce. An Ad Hoc Committee could be put together to identify these challenges and what entities could support these efforts.

Break: 2:45 p.m. – 3:00 p.m.

Adult & Dislocated Worker Service Provider Introduction
The WDC conducted a procurement to select a provider for the Adult & Dislocated Worker Service program. Idaho Division of Purchasing managed the process to ensure that the WDC went through a fair and transparent process. Equus Workforce Solutions was ultimately selected as the provider.

Mr. Sneed and Ms. Giordano presented on Equus. Please see attached presentation.

Who is the customer?
• Equus is providing services under WIOA to adults and dislocated workers.
• Dislocated workers are individuals who have been laid off, impacted by foreign trade, etc. The people Equus serve are individuals who are looking to go to work who are traditionally above 18 years old.
• Equus will partner with entities around the state to serve these populations.

What does it look like for an Idahoan to access services?
• The individual would go into a career center where Equus would have a staff member to assist the individual find a service. The individual would be able to get information, tools, etc. at the career centers. The goal is to provide access to everyone.
What has Equus done to be innovative around transportation?
• Equus has dealt with transportation in rural areas in other states. It is a big barrier, and it will take looking at little things Idaho can do to overcome these issues. There is no one answer.

What groundwork has been laid in connecting participants with adult education?
• Connecting adults with adult education can vary from location to location. It is imperative that Equus and adult education are partnered in Idaho. In some states, adult education is in the same office as the WIOA Adult & Dislocated Worker programs.
• CTE and Equus will need to discuss a partnership.

The Council is responsible for choosing the service provider according to Idaho procurement laws. Last year, the WDC procured the One-Stop Operator contract which was awarded to IDOL. Equus will take over the contract on October 1, 2021. IDOL will continue to administer the Youth programs.

The WDC is ensuring that WIOA programs are following both Federal and State laws.

**Workforce Development Training Fund Grants – Innovation Grants Updates**

**International Rescue Committee**
Ms. Hyslop provided an update on the International Rescue Committee innovation grant. Please see attached presentation.

**Palouse Pathways**
Ms. Jenkins and Ms. Rose provided an update on the Palouse Pathways innovation grant. Please see attached presentation.

**Idaho Launch**
Ms. Witt and Mr. Lozano provided an update on Idaho Launch.

**Chair’s Closing Remarks**
The next Council meeting is on October 13. Age of Agility is October 12. All the Council members are invited to attend the October 12 event in-person as a live studio audience. Last year, the event was able to reach many more people via virtual means than being limited to the capacity at a conference center.

The Council members asked for guest presentations to please be sent out in advance if possible.

**Motion by Mr. Kolb to adjourn. Second by Mr. Hannah. Motion carried.**
Adjourned at 4:17 p.m.
Age of Agility
2021 Agenda
In this time of rapidly changing economic standards and education delivery methods, join business, education and policy leaders from across the state as they share insights and innovations to ensure Idahoans thrive in our future workforce.

Register here for Zoom Webinar access: Register Now
The event will be streamed live at: https://www.facebook.com/IdahoWDC

Agenda:

- Welcome
  Rod Gramer, President, Idaho Business for Education
  Wendi Secrist, Executive Director, Idaho Workforce Development Council

- Keynote Address
  Governor Brad Little is committed to making decisions through one lens: the lens of ensuring Idaho’s children and grandchildren have the best opportunities to stay in Idaho and for the ones who have left to return.

  - Keynote Speaker:
    Tony Wagner, Senior Research Fellow, the Learning Policy Institute a globally recognized expert in education. Prior to this appointment, Tony held a variety of positions at Harvard University for more than twenty years, including four years as an Expert in Residence at the Harvard Innovation Lab and the founder and co-director, for more than a decade, of the Change Leadership Group at the Harvard Graduate School of Education.

- Idaho’s Durable Skills Report
  Tim Taylor, Co-Founder and President, America Succeeds is the co-founder and president of America Succeeds, a national non-profit education advocacy organization committed to improving educational opportunities, outcomes, and equity by harnessing the influence and acumen of the business community.

- Dialogue and Question and Answer Session with Tim Taylor and Tony Wagner

- Dialogue: How We Build Our Own Workforce

  Kent Oram, CEO and Ben Davidson, Sr Vice President of Human Resources, ICCU
  Idaho Central Credit Union (ICCU) has been named as an honoree in the Best Place to Work in Idaho for the past seven years. Listen in as the CEO and HR VP discuss what it takes to recruit, train, and retain a skilled workforce throughout the state of Idaho.

- Call to Action: Youth Apprenticeship Program
  Moderator: Marie Price, Director of Training and Development, Idaho Forest Group
  Teton Toyota – Crystal Zmak, Director of Dealership Development
  Sean Kelly, Assistant Principal, Dennis Technical Education Center

- Closing
Budget Report
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<thead>
<tr>
<th>STATE EXPENDITURE CATEGORY</th>
<th>WDFT Budget</th>
<th>Total WDFT YTD Spent</th>
<th>Total Ending WDFT</th>
<th>WIOA Budget</th>
<th>Total WIOA YTD Spent</th>
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<th>YARG Budget</th>
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<td>$133,854</td>
<td>23%</td>
<td>$450,546</td>
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<td>Personnel</td>
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<td>$312,257</td>
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<th>STATE EXPENDITURE CATEGORY</th>
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<th>TOTAL YTD Spent</th>
<th>TOTAL ENDING BALANCE</th>
<th>TOTAL BEGINNING BUDGET</th>
<th>TOTAL YTD Spent</th>
<th>TOTAL ENDING BALANCE</th>
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**WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - September 30, 2021**
### WDTF Financial Summary - September 2021

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<td>WDTF Cash Balance 9-1-21</td>
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<td>Revenue</td>
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<td>Interest</td>
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*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

### WDTF FY22 Revenue

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<th>Interest</th>
<th>Collection Cost</th>
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<td>September</td>
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<tr>
<td>October</td>
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<td>November</td>
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<td>June</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,017,171</strong></td>
<td><strong>$10,214</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

Includes all Launch funding made available for FY22.
Committee Reports
## Executive Committee Report

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Agenda Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>July 8, 2021</td>
<td>Joint WDC &amp; State Board of Education Executive Committee Meeting</td>
<td>WDC and State Board members discussed degree production goals, Western Governor’s University, Online Idaho, apprenticeship, Launch and Next Steps. They also saw a demo of Nepris - a technology platform that connects employers with students and educators.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>FY23 Budget Request</td>
<td>Ms. Secrist shared that the WDC would be including a new position in its FY23 budget request.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>North Idaho College Industry Sector Grant</td>
<td>Approved the North Idaho College Industry Sector Grant for $554,804.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>Idaho Veteran Chamber of Commerce Request</td>
<td>Approved request from Veterans Chamber to have a dedicated seat on their Workforce Transition Committee for a representative from the WDC.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>July 14 Council Meeting Agenda Review</td>
<td>Reviewed meeting agenda.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>Executive Director Updates</td>
<td>Ms. Secrist provided updates on statute changes, Idaho's CNA program, and the WDTF evaluation.</td>
</tr>
<tr>
<td>July 8, 2021</td>
<td>Executive Committee Discussion Topic - Impact of Pandemic on Women in the Workplace</td>
<td>The committee discussed the need to support childcare as a workforce development issue.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>FY23 Budget Request</td>
<td>Approved submission of the FY23 budget request.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Hearthside Foods - Employer Grant</td>
<td>Approved the Hearthside Foods Employer Grant in the amount of $151,280.50.</td>
</tr>
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</table>
### Executive Committee Report

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<tr>
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<tbody>
<tr>
<td>August 12, 2021</td>
<td>Shoshone-Bannock Tribes - Industry Sector Grant</td>
<td>Approved the Shoshone-Bannock Tribes Industry Sector Grant in the amount of 200,259.10.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Lewis-Clark State College - Industry Sector Grant</td>
<td>Approved the Lewis-Clark State College Industry Sector Grant in the amount of $1,289,050.55.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>2022 Council Meeting Dates</td>
<td>Reviewed proposed meeting dates for 2022. The meeting invites will be sent to the Council.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Branding for Equus</td>
<td>Reviewed a branding option for Equus to include &quot;In Partnership with the Workforce Development Council&quot; as they take over the Adult and Dislocated Worker Services.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Synthesize Council/Board Development Activity &amp; Finalize Strategies</td>
<td>Ms. Solace reviewed the work done by the Council and committee members provided additional feedback.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Executive Director's Report</td>
<td>Ms. Secrist shared that a temporary staff person has been hired through the end of the calendar year to address workload challenges. She also shared that Ms. Bardsley and Ms. Nielsen are retiring from the Council in September.</td>
</tr>
<tr>
<td>August 12, 2021</td>
<td>Executive Committee Discussion Topic – Joint Policy &amp; Grant Committee Meeting</td>
<td>The Committee asked the Policy Committee to integrate suggestions made at the joint committee meeting into the WDTF policy and bring it to the Council for review.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>WIOA Contract Transition Updates</td>
<td>Ms. Secrist provided an update on the transition and budgeting for Equus.</td>
</tr>
<tr>
<td>Date of Meeting</td>
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</tr>
<tr>
<td>September 9, 2021</td>
<td>WIOA Recaptured Funds</td>
<td>Approved funding for the NAWDP Symposium and Youth Career Planner Conference from Youth recaptured funds. The remaining funds will be discussed at the October Council meeting.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Policy Change to Allow In-School Youth</td>
<td>The committee is supportive of Ms. Secrist working with the One-Stop Committee to make changes to the Youth Policy.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Justice Involved Youth Program</td>
<td>Ms. Secrist shared an update on the Justice Involved Youth program.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Finalize Strategies, Council Member Roles</td>
<td>Ms. Solace reviewed the final edits and the committee recommended approval for the full Council in October.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>October Council Meeting Agenda Review</td>
<td>Reviewed draft meeting agenda.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Dates for December 2021 and June 2022 Meetings</td>
<td>Adjustments to the meeting dates were made for December and June based on the State Board of Education’s meeting calendar.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Teacher Extern Project Update - Association of Idaho Cities</td>
<td>Move to next meeting.</td>
</tr>
<tr>
<td>September 9, 2021</td>
<td>Executive Director's Report</td>
<td>No additional updates.</td>
</tr>
<tr>
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<tr>
<td>July 13, 2021</td>
<td>Joint Grant Review and Policy Committee Meeting</td>
<td>Discussed WDTF Annual Report/Evaluation, employer contributions to the WDTF, grant data, policy implications and ideas for policy updates.</td>
</tr>
<tr>
<td>August 2, 2021</td>
<td>Hearthside Foods - Employer Grant</td>
<td>Recommend approval of the Hearthside Foods employer grant in the full amount of $151,280.50 to the Executive Committee.</td>
</tr>
<tr>
<td>August 2, 2021</td>
<td>Lewis-Clark State College - Industry Sector Grant</td>
<td>Recommend approval of the LCSC industry sector grant in the full amount of $1,289,050.55 to the Executive Committee.</td>
</tr>
<tr>
<td>August 2, 2021</td>
<td>Shoshone-Bannock Tribes - Industry Sector Grant</td>
<td>Recommend approval of the Shoshone-Bannock Tribes industry sector grant in the full amount of $200,259.10 to the Executive Committee.</td>
</tr>
<tr>
<td>August 24, 2021</td>
<td>Elevate Academy - Industry Sector Grant</td>
<td>Quorum was not met so the Committee tabled action on the grant.</td>
</tr>
<tr>
<td>August 24, 2021</td>
<td>Boise State University Career Services - Innovation Grant</td>
<td>Quorum was not met so the Committee tabled action on the grant.</td>
</tr>
<tr>
<td>September 28, 2021</td>
<td>Elevate Academy - Industry Sector Grant</td>
<td>The Committee asked to review this proposal again utilizing the innovation grant rubric and request information from Elevate Academy on if they are going to request funding for additional locations.</td>
</tr>
<tr>
<td>September 28, 2021</td>
<td>Boise State University Career Services - Innovation Grant</td>
<td>Recommend approval of the Boise State University Career Services innovation grant in the full amount of $185,000 to the Executive Committee.</td>
</tr>
<tr>
<td>September 28, 2021</td>
<td>Idaho Trucking Association - Industry Sector Grant</td>
<td>Recommend approval of the Idaho Trucking Association industry sector grant in the full amount of $242,000 to the Executive Committee.</td>
</tr>
<tr>
<td>September 28, 2021</td>
<td>Idaho Veteran's Chamber of Commerce - Innovation Grant</td>
<td>Recommend approval of the Idaho Veteran’s Chamber of Commerce innovation grant in the full amount of $282,754 to the Executive Committee.</td>
</tr>
</tbody>
</table>
### Grant Review Committee Report

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>September 28, 2021</td>
<td>Artisan Labs - Employer Grant</td>
<td>This item will be moved to the next meeting.</td>
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</tbody>
</table>

### One-Stop Committee Report

<table>
<thead>
<tr>
<th>Date of Meeting</th>
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</thead>
<tbody>
<tr>
<td>August 10, 2021</td>
<td>One-Stop Operator Update</td>
<td>Ms. Nash provided an update about upcoming job fairs, staffing changes, and ADA/EO Survey deadlines.</td>
</tr>
<tr>
<td>August 10, 2021</td>
<td>Adult &amp; Dislocated Worker Service Provider Update</td>
<td>Ms. Secrist shared that the Adult &amp; Dislocated Worker Service Provider contract was awarded to Equus Workforce Solutions effective 10/1/21.</td>
</tr>
<tr>
<td>August 10, 2021</td>
<td>Lewiston One-Stop Center Budget Approval</td>
<td>The Committee approved the Lewiston budget as presented.</td>
</tr>
<tr>
<td>August 10, 2021</td>
<td>Idaho Falls One-Stop Center Budget Approval</td>
<td>The Committee approved the Idaho Falls budget as presented.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>One-Stop Operator Update</td>
<td>Ms. Nash provided an update about EO surveys and Business Services activity.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>Youth Policy Update</td>
<td>The Committee recommended approval of a &quot;combined&quot; Youth policy to the full Council.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>Adult &amp; Dislocated Worker Transition Update</td>
<td>Ms. Secrist shared a status update on the transition and discussed a meet &amp; greet opportunity for staff in late October/early November.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>Health &amp; Welfare Staffing and Website Updates</td>
<td>Ms. Brady shared that she is leaving IDHW, and Sarah Buenrostro will take over her role on the committee. Live Better Idaho has been decommissioned.</td>
</tr>
<tr>
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</tr>
<tr>
<td>September 14, 2021</td>
<td>Infrastructure Cost Sharing Agreement</td>
<td>Ms. Nash shared Q4 reconciliation data to provide an example of what costs would be based on the partners who currently have data sharing agreements in place. She provided an update on the Perkins data and an opportunity for partners to provide an in-kind donation, if applicable.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>2022 State Plan Update</td>
<td>Ms. Secrist shared the project plan for the 2022 State Plan modification. The WIOA Advisory Group will be meeting twice a month starting in October.</td>
</tr>
<tr>
<td>September 14, 2021</td>
<td>Age of Agility - The Governor's Summit on the Future of Work</td>
<td>Ms. Secrist reviewed the agenda for the Governor's Summit.</td>
</tr>
<tr>
<td>October 5, 2021</td>
<td>One-Stop Operator Update</td>
<td>Ms. Nash shared an update on upcoming regional one-stop meetings and annual trainings.</td>
</tr>
<tr>
<td>October 5, 2021</td>
<td>Equus Transition Update</td>
<td>Equus took responsibility for Adult and Dislocated Worker Services starting Friday, October 1. Additional information will be distributed to partners in the coming weeks.</td>
</tr>
<tr>
<td>October 5, 2021</td>
<td>WIOA Funding Distribution - Align with Federal Fiscal Year for Adult &amp; DW and Mid-Year Adjustments</td>
<td>The Committee recommended approval of update to the policy to the full Council at their October meeting.</td>
</tr>
<tr>
<td>October 5, 2021</td>
<td>Data Labs Project - Universal Intake &amp; Data Sharing</td>
<td>Sam Levy from Georgetown University provided an overview of the Data Labs project.</td>
</tr>
</tbody>
</table>
### Outreach Committee Report

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>September 1, 2021</td>
<td>Idaho Association of Collegiate Registrars and Admissions Officers (IACRAO) – Higher Education Booklet</td>
<td>Approved $15,000 to support a booklet with a new name and industry feedback communicating post-high school opportunities to Idaho Juniors.</td>
</tr>
<tr>
<td>September 1, 2021</td>
<td>Potential Projects</td>
<td>At a past meeting, Mr. Van Vleet brought up a need for LCSC to do outreach for CTE programs. LCSC applied for an industry sector grant back in June and was awarded the grant funds. CTE outreach was included as part of their application.</td>
</tr>
</tbody>
</table>

### Work-Based Learning Committee Report

<table>
<thead>
<tr>
<th>Date of Meeting</th>
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</thead>
<tbody>
<tr>
<td>July 28, 2021</td>
<td>Committee Meeting Date Discussion</td>
<td>Council staff discussed moving the committee meeting to a new day and time. The move will allow more committee members to join the call more regularly and will allow Council staff more time to prepare for committee meetings.</td>
</tr>
<tr>
<td>July 28, 2021</td>
<td>Work-Based Learning Survey Discussion Cont.</td>
<td>In June of this year Council staff sent a survey to the WBL Committee and other partners. The survey gathered feedback on WBL definitions and outcomes. The Committee is in the process of reviewing the results of the survey and refining the definitions and outcomes.</td>
</tr>
</tbody>
</table>
## Work-Based Learning Committee Report

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<thead>
<tr>
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<tbody>
<tr>
<td>July 28, 2021</td>
<td>Idaho Apprenticeship Coalition Update</td>
<td>IBE, WDC, CTE, and IDOL are all working together on creating a strategic plan for apprenticeships in Idaho. The goal is to ensure partners are working together to create sustainability and ensure all grants are making the greatest collective impact. There will be two sessions that will be led by Maher and Maher. IAC members will meet after the second strategic planning session to debrief and set goals. IDOL conducted a bi-monthly training to the statewide stakeholders. The training included information on the co-enrollment process and the Registered Apprenticeship Incentive.</td>
</tr>
<tr>
<td>August 25, 2021</td>
<td>Committee Meeting Date Discussion</td>
<td>The Committee has determined that the regular monthly meeting set for the 4th Wednesday of each month will be moved to the 1st Tuesday of the month. The change to the schedule will take place in October with no meeting taking place in September.</td>
</tr>
<tr>
<td>August 25, 2021</td>
<td>Work-Based Learning Survey Discussion Continued</td>
<td>Committee continued to review the definitions and outcome of the WBL survey that went out in June of this year.</td>
</tr>
</tbody>
</table>

## Workforce Development Policy Committee

<table>
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<tr>
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<tbody>
<tr>
<td>July 13, 2021</td>
<td>Joint Grant Review and Policy Committee Meeting</td>
<td>Discussed WDTF Annual Report/Evaluation, employer contributions to the WDTF, grant data, policy implications and ideas for policy updates.</td>
</tr>
<tr>
<td>July 20, 2021</td>
<td>Launch Course Approvals</td>
<td>The Committee approved new Launch courses as presented.</td>
</tr>
<tr>
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</tr>
<tr>
<td>July 20, 2021</td>
<td>UI Work Search Waiver for Launch Participants</td>
<td>Ms. Revier shared that UI participants do get a waiver from work search when participating in WIOA funded training programs, but not Launch. She would have the ability to make the exception, but it could cost employers more. The Committee asked to table the discussion for a year until more data is available.</td>
</tr>
<tr>
<td>July 20, 2021</td>
<td>Debrief Joint Policy/Grant Committee Meeting - Define Priorities</td>
<td>Ms. Secrist reviewed the notes and themes from the joint committee meeting. The Committee asked that staff develop recommendations for policy changes.</td>
</tr>
<tr>
<td>July 20, 2021</td>
<td>ETP Policy Update</td>
<td>Tabled until next meeting.</td>
</tr>
<tr>
<td>August 17, 2021</td>
<td>Launch Course Updates</td>
<td>The Committee approved Launch course cost updates as presented.</td>
</tr>
<tr>
<td>August 17, 2021</td>
<td>Udemy License Cost</td>
<td>The Committee recommended a change to the Financial Support for Short-Term Workforce Training Policy to the full Council.</td>
</tr>
<tr>
<td>August 17, 2021</td>
<td>Launch Course Approvals</td>
<td>The Committee approved new Launch courses as presented.</td>
</tr>
<tr>
<td>August 17, 2021</td>
<td>Eligible Training Provider Reporting</td>
<td>Ms. Secrist shared that some providers continue to have challenges reporting their data but are trying. The Committee agreed to allow staff to continue to work with these providers for another year before making any recommendations to remove them from the ETPL.</td>
</tr>
<tr>
<td>August 17, 2021</td>
<td>Potential WDTF Employer Grant Policy Changes</td>
<td>The Committee narrowed in on policy changes that align to a cap on amount and/or frequency for employer grants. Draft language will be reviewed at the next meeting.</td>
</tr>
<tr>
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</tr>
<tr>
<td>September 21, 2021</td>
<td>Launch Course Approvals</td>
<td>The Committee approved new Launch courses as presented.</td>
</tr>
<tr>
<td>September 21, 2021</td>
<td>Launch Provider &amp; Course Assessment - Direction to Staff</td>
<td>The Committee approved the addition of language that allows staff to extend approval of 3rd party courses from one institution to another (when the course is the same) and to put a cap of $250 on price increases without coming to the Committee.</td>
</tr>
<tr>
<td>September 21, 2021</td>
<td>WDTF Employer Grant Policy Changes</td>
<td>Reviewed draft policy language. Will continue to refine at next meeting.</td>
</tr>
</tbody>
</table>
WDC Strategies & Council Member Roles Recommendations
Idaho Workforce Development Council Member Roles and Responsibilities
To achieve Idaho WDC’s mission and vision the Council has identified the following key roles and responsibilities for members.

**Our Vision:**
We envision a future where Idaho’s diverse and prepared workforce meets the needs of our unique communities and employers.

**Our Mission:**
We champion strategies that prepare Idahoans for careers that meet employers’ needs

**Roles and Responsibilities:**

**Commitment, Engagement, Service, and Follow-Up**
- Commit to serve and build on the WDC’s mission and goals
- Come to meetings prepared and actively participate by sharing your employer’s or organization’s perspective and engaging in productive, inclusive discussions focused on improving Idaho’s workforce development policies and actions
- Seek out the perspectives of all Idahoans involved in the workforce.
- Develop a working knowledge of policies, programs, institutions, organizations, and best practices involved in workforce development
- Contribute your expertise to support WDC staff and committees
- Create, expand, and support Idaho’s workforce opportunities

**Collaboration, Communication, and Outreach**
- Be an ambassador for WDC statewide, regionally, and to individual networks proactively sharing information about resources available to Idaho’s workforce and employers
- Initiate and/or participate in efforts to build new collaborations between education and employers at the local level
- Advocate for the benefits of having a diverse workforce and inform employers of resources to support expanding the diversity of their workforce
- Support work with partner agencies and existing programs to create systems that benefit job seekers and employers
- Build strategies to achieve outreach goals that reach both broad and diverse audiences

**Stewardship**
- Be an informed and thoughtful steward of the financial resources, expertise, and programs available through the WDC
(Stewardship Cont.)

- Make funding decisions that result in fair and impactful investment of resources to benefit all Idahoans, following all policies and laws
- Seek opportunities to grow resources or for collaborative efforts that can multiply the impact of the WDC resources
- Anticipate potential issues with programs or initiatives and advocate for improvements to prevent waste

Advocacy

- Support the Governor’s vision for the WDC
- Advise the Governor on workforce issues
- When requested, support WDC staff communication with legislators
- Advocate for workforce development actions and programs within your personal/professional network such as employer organizations, service groups, school boards, etc.
Idaho Workforce Development Council Goals and Strategies
To achieve Idaho WDC’s mission and vision the Council has identified the following goals and strategies.

Our Vision:
We envision a future where Idaho’s diverse and prepared workforce meets the needs of our unique communities and employers.

Our Mission:
We champion strategies that prepare Idahoans for careers that meet employers’ needs

Goals and Strategies:

- Goal 1 – Increase public awareness of and access to career education and training opportunities.

  Strategies:

  Identify, develop, connect, and activate a diverse network of influencers throughout the state that together can promote information about resources in a way that effectively reaches their market/membership/locale.

  - Promote awareness of workforce services, education services, and information to the diverse current and potential workforce.

- Goal 2 – Improve the effectiveness, quality, and coordination of programs and services designed to maintain a highly skilled workforce.

  Strategies:

  - Create, align, and sustain partnerships with stakeholders to implement workforce development programs.

  - Create a baseline to allow for measurement of success in the future.

  - Support development in work-based learning and innovative programs that drive Idaho’s present and future workforce solutions.

  - Leverage existing local employer-focused initiatives to build and support effective pathways to connect Idahoans to careers.

  - Cultivate a high-quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services, and information.
Champion public policy initiatives that enable dynamic response to evolving employer needs.

Goal 3 – Provide for the most efficient use of federal, state, and local workforce development resources.

Strategies:

- Be objective, data driven, and accountable.
- Identify gaps and opportunities in the workforce system and initiate or support policy and/or allocate resources to meet them.
- Identify opportunities for alignment across projects and resources to enhance results across all stakeholder groups.
Our work gets Idahoans into the careers they want and puts them on a path to prosperity. We also make sure Idaho's employers have the highly educated, highly skilled talent they need to thrive, today and into the future. We do it by bringing cohesion and providing the expertise and funding to set things in motion for our workforce development partners throughout the state.

We make sure Idaho works.

Goal 1

- **Goal 1** – Increase public awareness of and access to career education and training opportunities.

**Strategies:**

- Identify, develop, connect, and activate a diverse network of influencers throughout the state that together can promote information about resources in a way that effectively reaches their market/membership/locale.
  - Identify, develop, connect, and activate a diverse network of influencers throughout the state that **together can promote** information **about** resources in a way **that effectively reaches** their market/membership/locale.

- **(NEW)** Promote awareness of workforce services, education services, and information to the diverse current and potential workforce.

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Our work gets Idahoans into the careers they want and puts them on a path to prosperity. We also make sure Idaho's employers have the highly educated, highly skilled talent they need to thrive, today and into the future. We do it by bringing cohesion and providing the expertise and funding to set things in motion for our workforce development partners throughout the state.

Goal 2

- **Goal 2** – Improve the effectiveness, quality, and coordination of programs and services designed to maintain a highly skilled workforce.

Strategies:

- **Unchanged:** Create, align, and sustain partnerships with stakeholders to implement workforce development programs.

- **New:** Create a baseline to allow for measurement of success in the future.

- **Suggested:** Support development in work-based learning and innovative programs to drive Idaho’s present and future workforce solutions.
  
  - **Track Changes:** Support development in work-based learning and innovative programs to drive Idaho’s present and future workforce solutions.
Goal 2 – Improve the effectiveness, quality, and coordination of programs and services designed to maintain a highly skilled workforce.

Strategies:

- **Unchanged:** Leverage existing local employer-focused initiatives to build and support effective pathways to connect Idahoans to careers.

- **Unchanged:** Cultivate a high-quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services, and information.

- Champion public policy initiatives that enable dynamic response to evolving employer needs.
  - Champion public policy initiatives that enable dynamic response to evolving employer needs.
Our work gets Idahoans into the careers they want and puts them on a path to prosperity. We also make sure Idaho’s employers have the highly educated, highly skilled talent they need to thrive, today and into the future. We do it by bringing cohesion and providing the expertise and funding to set things in motion for our workforce development partners throughout the state.

Goal 3

- **Goal 3** – Provide for the most efficient use of federal, state, and local workforce development resources.

**Strategies:**

- **Unchanged**: Be objective, data driven, and accountable.

- **Unchanged**: Identify gaps and opportunities in the workforce system and initiate or support policy and/or allocate resources to meet them.
  - Highly Edited/Deemed Duplicative / Re-written: Build trust in decision making based on an understanding of the resources available and projected outcomes.

- **Suggested**: Identify opportunities for alignment across projects and resources to enhance results across all stakeholder groups.
  - Track Changes: Identify opportunities for alignment across projects and resources, to enhance results across all stakeholder groups.

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Financial Assistance for Short-Term Workforce Training Policy
Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs:

- Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
- Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
- Support growth of the economy by assisting employers with job creation and integration of technology, specifically through the development of skills in their existing and/or new employees.
- Provide a return on investment to Idahoans as evidenced by increased wages, job creation, capital investment, retention of Idaho’s workforce, credential attainment and/or customer satisfaction (employer and trainee).
- Promote innovation in talent development.
- Encourage replication of best practices in talent pipeline development.

Individual Eligibility

Individuals who are seeking employment in high-demand occupations that align to Idaho employers’ needs. Individuals must intend to work in Idaho – the financial assistance may be required to be repaid if employed outside of the state within 1 year after completing training or if the individual quits the program prior to completion. Individuals may only utilize the program once in their lifetime.

Training Programs

The Workforce Development Council Policy Committee updates a list of approved training programs annually. Individuals may not request that programs be added to the list; however, employers and training providers already providing courses through Launch may petition for new programs to be added by submitting a request to the Policy Committee.

Amount & Availability of Funding

The Workforce Development Council approves an annual allocation of Workforce Development Training Funds to the program. Funds are distributed on a first come, first served basis.

Financial assistance is provided for 75% of the cost of the program, up to $7,500, whichever is less, unless one of the circumstances below apply.

1. Individuals whose income is less than 200% of the federal poverty level, for their family size, may qualify for up to 90% of the program cost, up to $7,500, based on a sliding scale:

<table>
<thead>
<tr>
<th>Annual Household Income (for their family size)</th>
<th>Percentage of Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 149% FPL</td>
<td>90%</td>
</tr>
<tr>
<td>Between 150-174% FPL</td>
<td>85%</td>
</tr>
<tr>
<td>Between 175-199% FPL</td>
<td>80%</td>
</tr>
<tr>
<td>Above 200% FPL</td>
<td>75%</td>
</tr>
</tbody>
</table>
2. The training program is available through a license agreement from the vendor at a fixed cost and includes access to a full library of courses for a defined period of time. This type of training is not subject to the “once in a lifetime” provision and will not require an agreement requiring repayment.

Repayment Requirement
Upon completion of training, it is expected that the individual will become employed in Idaho. As used in this section, the term “employed in Idaho” means the individual, during the taxable year for which the assistance is provided, is subject to Idaho income tax withholding, whether or not any amounts are required to be withheld, and who is covered by the employer for unemployment insurance purposes under chapter 13, title 72, Idaho Code. Wage records will be reviewed one year following completion of training to verify employment in Idaho. If the individual has left the state or is living in Idaho and working out of state, the financial assistance provided to offset training cost may be required to be repaid.

Note – if the individual works remotely for an out-of-state employer, this provision shall not apply. In addition, if the individual works for a multi-state employer that has a presence in Idaho and the individual moves at the request of the employer, this provision shall not apply.

Applying for Funds
Individuals shall apply for financial assistance for approved training programs through the Idaho Department of Labor designated by the Workforce Development Council. These funds are designed to be last-dollar assistance when other forms of financial assistance, including scholarships, are not available. Individuals will need to provide the requested information to IDOL staff and a determination will be made on the readiness of the individual and amount of assistance available. If the individual accepts the financial assistance, they will:

- sign an agreement with the Workforce Development Council stipulating that the individual may be required to repay the assistance if the conditions in this policy are not met, and
- be provided with a voucher for the training program.

Funds shall not be disbursed directly to individuals and will only cover the amount of tuition/fees as determined by IDOL staff.
Launch Update
Idaho Launch is the pathway for all Idahoans seeking to work in Idaho to receive tuition support through the Workforce Development Training Fund (WDTF) for short-term training that will allow them to attain in-demand, employer requested, skillsets.

The program’s start was bolstered through $1,000,000 in CARES Act dollars that allowed Idaho Workforce Development Council (WDC) to:

- Complete a large-scale survey of employers to ascertain the skillsets they are, and plan to, hire for in the coming years (845 respondents).
- Pay for 100% of training for those whose employment was affected by COVID-19 through the end of May 2021.
- Run a comprehensive outreach campaign to create awareness for the program.

WDC simultaneously, and also under the Launch brand, started a program supported by the WDC Financial Assistance for Short-Term Training policy approved in 2020. This program covers 75%-90% of tuition costs through the WDTF for any Idaho resident, who plans to use the benefit to work in Idaho, to take approved short-term trainings.

Idaholaunch.com went live in mid-October, 2020 and has had over 27,638 visitors with an average session duration of 2:23.

Program costs:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obligated through 9/30/21</td>
<td>$1,905,093</td>
</tr>
<tr>
<td>Average cost per month since inception</td>
<td>$173,194</td>
</tr>
<tr>
<td>Participants</td>
<td>682</td>
</tr>
<tr>
<td>Average training cost per participant</td>
<td>$2,793</td>
</tr>
</tbody>
</table>

![LAUNCH 2021/2022 Obligations Chart]
Forecasted FY22 Obligation based on current activity: **$3,479,000**

*Participants based on 3-month average (7/1-9/30/21):*
- 1,210 participants @ $2,800 each = $3,388,000
- 1,210 participants @ $50 (administration) = $60,500
- Up to $30,000 in direct digital/traditional marketing
To; Department of Labor

CC Idaho Department of Corrections

My name is LeRoy. I was released from Idaho state prison on July 6th 2021. In prison I was able to be one of the first students in the Inside/out program for 3 semesters. I also finished the admin/services with Idaho State University., and became a clerk in the education department of Orofino (ICIO).

Upon being release from prison; I did not know what I was going to do. I was very scared, mainly because I knew I could not be in the same field that I had been working in for most of my life. I was somewhat prepared, from being a clerk for Warden Shriver and Manley in Orofino, for Pre-release. The reality was so much different than what I expected upon my release. When I was released after 5 years I had no idea of what to do.

I did remember from pre-release that I needed to go to the labor department, with I did. I was helped out a lot by the staff, but most importantly I felt welcomed. I found a job right away but I knew that I needed a new path and career in life, so I spoke with Maribel Guzman and she enrolled me in the launch program. Maribel continuously checked on my progress and encouraged me along the way.

I never thought I would be a truck driver, but the launch program paid for 90% of my schooling at Sage trucking. I just completed my classes for my CDL Class A with Tanker/double triple endorsement, plus received a great job offer with a local company making over $65,000.00 a year. All this in less than 3 months.

The reason for this note is to say Thank you, and to give hope to other offenders that a fresh start is possible. If you follow the rules, listen to your parole officer and most of all to use all the tools you have at your disposal. Then all will be well. So thank you Maribel Guzman, Tim wolf and all the support from everyone at the Department of labor in Caldwell.

Deepest Thanks

LeRoy
WIOA Youth Service Priorities Policy
Idaho Youth Service Priorities Policy
Approved XX-XX-XXXX

Purpose: The Workforce Innovation and Opportunity Act (WIOA) of 2014 enacted a comprehensive youth employment program for serving eligible youth, ages 14-24, who face barriers to education, training, and employment. The WIOA Youth program focuses primarily on out-of-school youth (OSY), requiring the state to expend a minimum of 75% of WIOA Youth funds on OSY. The program includes 14 program elements that are required to be made available to youth clients. The youth program prioritizes work experience through a 20% minimum expenditure rate for the work experience program element. Youth services are provided in partnership with the WIOA One Stop System and under the direction of the Idaho Workforce Development Council.

Reference: WIOA Section 129. Use of Funds for Youth Workforce Investment Activities

Program Funding
The Idaho Workforce Development Council directs 100% of Youth program funds towards serving out-of-school Youth; with the exception of Council approved special projects. Council approved special projects may include in-school-youth, utilizing program and/or recaptured funds. All program and special project expenditures will adhere to the 75% minimum for OSY unless the state receives a waiver from USDOL to increase the percentage for ISY.

Youth Service Priorities
The following youth groups shall receive priority of service:
- Low-income youth involved with the justice system;
- Low-income youth in or exiting foster care;
- Low-income youth that are pregnant and/or parenting; and
- Low-income out-of-school youth with disabilities.

The establishment of these WIOA youth program service priorities does not mean that the program will exclusively serve these populations groups. Rather, it will be a concentrated focus of the Idaho youth program to target these four demographic groups.

Additional Guidance
Idaho’s definition for WIOA youth “requiring additional assistance to complete an educational program, or to secure and hold employment” are youth who meet following criteria:

A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment and:

A. Has been treated by a professional for mental health issues including traumatic events, depression, or substance abuse related problems. OR
B. Has been or is a victim of abuse, or resides in an abusive environment as documented by a licensed professional; OR
C. Has been unemployed for at least three of the last six months (not necessarily consecutive); OR
D. Has a family history of chronic unemployment (during the two years prior to application, family members were unemployed longer than employed); OR
E. Has limited English speaking abilities or cultural displacement. (i.e., refugees).
WIOA Funding Distribution
Local Areas
• Local Area 6
• Local Area Balance of State

Service delivery areas
• Local Area 6 - Eastern
• Balance of State
  • 1 - North
  • 2 – North Central
  • 3 – Southwest
  • 4 – South Central
  • 5 - Southeast
Adult

Dislocated Worker

Youth

- up to 15% Governor’s Reserve
- up to 25% Of Dislocated Worker for Rapid Response

Balance

WIOA
Workforce Innovation Opportunity Act

IDAHO
DEPARTMENT OF LABOR

state grants

local grants
Local Areas
- Local Area 6
- Local Area Balance of State
- Local Service Activities

Service delivery areas
- Local Area 6
  - Adult Programs
  - Dislocated Worker Programs
  - Youth Programs
- Balance of State:
  - 1 - North
  - 2 – North Central
  - 3 – Southwest
  - 4 – South Central
  - 5 - Southeast
- Adult Programs
- Dislocated Worker Programs
- Youth Programs
Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation Policy
Adopted 04-07-2020xx-xx-xxxx

Introduction
The Idaho Workforce Development Council (WDC), acting as the Local Workforce Development Board, is issuing Local Area policy and procedures for the distribution, recapture and reallocation of Workforce Innovation and Opportunity Act (WIOA) Title IB formula funds.

Funds distribution, recapture and reallocation are applicable to adult, youth, and dislocated worker funds allocated by formula to Local Workforce Development Areas (Local Areas) and, subsequently, to local Service Delivery Areas.

References
- WIOA Sections 127 and 132
- WIOA Sections 128 and 133
- Title 2 Code of Federal Regulations (CFR) Part 200
  - 200.34 – Expenditures
  - 200.71 – Obligations
- WIOA Final Rule at 20 CFR 683.140
- 2 CFR Part 2900
  - 2900.4 – Adoption of 2 CFR Part 200
- TEGL 28-10: Federal Financial Management and Reporting Definitions
- TEGL 2-16: Revised ETA-9130 Rpt. Instructions, and Additional Guidance

Background
On an annual basis, Congress provides funding to the U.S. Department of Labor (DOL), which is the federal agency which administers the WIOA Title I-B programs. The Secretary of Labor allocates these funds to the states. On receipt of funds, the Governor of Idaho, through the Administrative Entity, allocates them to the Local Areas by formula according to State and Local Workforce Board policy.

In conjunction with the Governor’s Executive Order 2019-08 and a USDOL-approved waiver, the Workforce Development Council serves as the State and Local workforce board, supporting an integrated workforce development system in the state. In particular, the WDC assists in consolidating job training, employment and employment-support services, to achieve an efficient and effective delivery of services and to allocate funds to local workforce development areas for the purpose of meeting or exceeding statewide performance targets, as consistent with federal and state program requirements.

At the time of the WIOA implementation, Idaho’s workforce development system for Title IB programs consisted of six Service Delivery Areas (SDA) within the state, with SDA 6 comprising the East-Central District and SDA’s 1 through 5 comprising the Balance of State – which, combined, fulfill the two Local Areas as designated by the Governor.
Each SDA is described below, with counties identified per SDA, as used in the Local Area allocation and SDA distribution formulas:

**East-Central District:**

SDA 6 – Counties include Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison and Teton.

**Balance of State:**

SDA 1 – Counties include Benewah, Bonner, Boundary, Kootenai and Shoshone  
SDA 2 – Counties include Clearwater, Idaho, Latah, Lewis and Nez Perce  
SDA 3 – Counties include Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington  
SDA 4 – Counties include Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka and Twin Falls  
SDA 5 – Counties include Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida and Power

It is the intent of the Local Workforce Areas to further distribute WIOA Title IB funds (for Adult, Dislocated Worker and Youth programs) to these six workforce SDA’s to engage in efforts that result in the analysis of the SDA labor markets, establishment of service strategies, development and implementation of sector initiatives for in-demand industry sectors or occupations for these SDA’s, and the coordination of services with economic development needs.

**Allocation and Distribution Model**

1. When Idaho receives its program year allotment, the following set asides are made to support statewide activities:
   - Up to 15% is set aside for the Governor’s Reserve.  
   - Up to 25% of Dislocated Worker funding is set aside for Rapid Response.

2. The remaining funds are distributed to the two local areas using the Local Area allocation methodology as described in Attachment A to the policy and mirrored in the Combined State Plan. The Local Areas reserve the right to set aside funding for the following local area activities:
   - One-Stop Operator costs  
   - Shared One-Stop infrastructure costs  
   - Up to 10% for administration  
   - Evaluations and activities related to program integrity  
   - Research and labor market analysis  
   - Local plan development  
   - Promote business representation on the local Workforce Development Board  
   - Develop employer engagement  
   - Develop career pathways
• Identify proven and promising practices and initiatives for meeting needs of employers, workers and jobseekers in the local workforce development system

• Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, works and jobseekers

• Conduct program oversight

• Negotiate local performance accountability measures

• Selection of local service providers

• Coordination with education providers

• Assessment of physical and programmatic accessibility for individuals with disabilities

### 3. Following Local Area set asides, the remaining funds are distributed to Service Delivery Areas as described in the Background section above and using the same Local Area allocation methodology as described in Attachment A to the policy and mirrored in the Combined State Plan.

### 3.4 Generally, program year funds for Youth will be distributed on a July 1 – June 30 timeframe. Program year funds for Adult and Dislocated Worker may be distributed on an October 1 – September 30 timeframe, with a contract amendment provided for funding made available from USDOL for July 1.

### Additional Policies and Procedures

#### Transfer of Funds

Local workforce areas, with the approval of the Governor, may transfer up to 100 percent of the Adult Activities funds for expenditure on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities.

The WDC reserves the right to adjust the funds distributed to Service Delivery Areas, within a single Local Area, in or around December and March of each program year. Adjustments will be made based on an SDA’s enrollment and expenditure levels compared to the planned levels within their annual agreement. Enrollment or expenditures 10 percent under planned levels will trigger the WDC to consider adjustments. The WDC will consult with the Administrative Entity and service provider to address participant needs and prevent underspending before shifting funds.

#### Carryover and Recapture

Subawards for provision of services shall be made to service providers selected through a competitive process. Service providers will be required to meet performance, expenditure, data collection and reporting targets as defined in the procurement process and subsequent subaward agreements. Subrecipients must ensure that at least 80 percent (80%) of its program year’s funding distribution for each of the youth, adult, and dislocated worker funding streams are obligated by the end of the subject program year.

If a subrecipient’s unobligated balances within an SDA for the youth, adult or dislocated worker formula distributions exceed twenty percent (20%) at the end of any PY, the Local Board, in consultation with the respective subrecipient and administrative entity, will conduct an analysis to determine the need for fund recapture and reallocation. Only program funds are subject to recapture and reallocation.
The Local Board, at its discretion, may use recaptured funds for the following purposes:

- For Local Area activities described in section 2 above; or
- Redistribute to other eligible subrecipients within the impacted SDA, first, and local area, second, that have obligated at least 80% of their funds, by program, for the subject program year.

Note - Eligible subrecipients are calculated by program fund within an SDA, first, and within a local area, second. For example, subrecipient XYZ in SDA 5 is subject to recapture for Youth program funding for PY 19. Subrecipient ABC or subrecipient DEF in SDA 5 would be considered an eligible subrecipients for Youth program funding, first, if they have each obligated at least 80% of their Youth program funding for PY 19 at the time recapture is calculated. (See Attachment B – Recapture and Reallocation Timeline.) Should subrecipient XYZ be the only Youth program funding subrecipient in SDA 5, then reallocation would be available to other eligible subrecipients for Youth program funding within the Local Area (second) which includes SDA 5, as described on page 2 of this document regarding SDA distribution formulas.

It is the Local Area’s responsibility to establish, maintain and exercise ongoing controls to ensure compliance with these requirements.
Current Local Board policy has identified the methodology below for substate allocation of program funds, and as currently described in the Idaho Combined State Plan. The WDC may elect to use the available discretionary allocation methodology, defined at the end of this Attachment A. Use of the discretionary allocation methodology requires an update to Idaho Combined State Plan, including public comment period, and approval by USDOL.

All allocation factors described below are determined by compiling and calculating county data as they relate to each Service Delivery Area.

**Youth activities in accordance with WIOA section 128(b)(2) or (b)(3)**

All Youth program funds will be allocated using the three required factors of substantial unemployment, excess unemployment, and economically disadvantaged individuals.

- 1/3 of the funds allocated on the number of unemployed residing in areas of substantial unemployment (6.5% or higher unemployment)
- 1/3 of the funds allocated on excess unemployment (number of unemployed over 4.5%)
- 1/3 of the funds allocated on the number of economically disadvantaged youths

The hold-harmless provisions defined under WIOA are applied to the Youth program allocations. Hold-harmless levels are based on 90% of an area’s average relative share of the previous two years of funding.

**Adult and training activities in accordance with WIOA section 133(b)(2) or (b)(3)**

All Adult program funds will be allocated using the three required factors of substantial unemployment, excess unemployment, and economically disadvantaged individuals.

- 1/3 of the funds allocated on the number of unemployed residing in areas of substantial unemployment (6.5% or higher)
- 1/3 of the funds allocated on excess unemployment (number of unemployed over 4.5%)
- 1/3 of the funds allocated on the number of economically disadvantaged adults

The hold-harmless provisions defined under WIOA are applied to the Adult program allocations. Hold-harmless levels are based on 90% of an area’s average relative share of the previous two years of funding.

**Dislocated worker employment and training activities in accordance with WIOA section 133(b)(2) and based on data and weights assigned.**

Dislocated Worker funding will be allocated to the Local Areas based upon information that will include insured unemployment data, unemployment concentrations, employer layoff data, declining industries
data, farmer/rancher economic hardship data and long-term unemployment data. No other informational factors will be used. The data used and weight factors are:

- 0.320 Average number unemployed
- 0.320 Average number unemployed over the state’s rate
- 0.320 Number of Unemployment Insurance (UI) claimants with 15 weeks claimed
- 0.020 Number of employers with 50 or more individuals laid off at one time
- 0.010 Industry employment declines by annual average monthly employment
- 0.010 Number of USDA Farm Loan borrowers who are bankrupt or delinquent
- 1.000 Total

To mitigate significant shifts in funding for service delivery areas, the Governor defined hold-harmless levels for the WIOA Dislocated Worker funds. Hold-harmless levels are based on 90% of an area’s relative share of the previous two years of funding.

DISCRETIONARY ALLOCATION METHODOLOGY FOR ADULT AND YOUTH PROGRAM FUNDS:

WIOA Youth Activities
Formula:
No less than 70 percent of the funds will be distributed as stated in the statutory formula;
- 1/3: Local area relative share of total unemployed in areas of substantial unemployment (ASU) (average 12 months ending 6/30)
- 1/3: Local area relative share of excess unemployed (average 12 months ending 6/30)
- 1/3: Local area relative share of disadvantaged youth (American Community Survey 2011-2015)

No more than 30 percent of the remaining funds will be distributed using additional data related to both:
- Excess youth poverty in urban, rural, and suburban local areas; and
- (2) Excess unemployment above the State average in urban, rural, and suburban local areas

Minimums:
Statutory formula minimum must be applied to 70 percent or greater funds, or to the entire allocation. Maximum: Not allowed

WIOA Adult Activities
Same as Youth Activities, except Formula uses disadvantaged ADULTS instead of YOUTH and EXCESS POVERTY instead of excess YOUTH poverty

FORMULA DATA FACTOR DEFINITIONS
WIOA Adult and Youth Programs
ASU: contiguous areas with unemployment rate of 6.5 percent or more
Excess unemployed: higher of:
- excess unemployed (unemployment in excess of 4.5 percent) in ASU’s; or
- (2) excess unemployed (unemployment in excess of 4.5 percent) in all areas
Disadvantaged adults: individuals, age 22-72, meeting (or member of family meeting):
Meeting employer’s needs today and tomorrow

- Census poverty level or 70 percent of lower living standard income level (LLSIL). Disadvantaged youth: individuals, age 16-21, meeting (or member of family meeting):
  - Census poverty level or 70 percent of lower living standard income level (LLSIL).
Below is the recapture and reallocation timeline:

<table>
<thead>
<tr>
<th>Funds</th>
<th>80% Obligated by</th>
<th>Obligations Reported</th>
<th>Funds Recaptured</th>
<th>Funds Reallocated</th>
<th>All PY Funds Expire</th>
</tr>
</thead>
</table>

Subsequent years will be consistent with the chart above.