

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

B. J. Swanson
Vice Chair

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, September 9, 2021

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, B.J. Swanson, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin

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

Guests:

Call to Order at 2:02 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda.

***Review August 12, 2021 Meeting Minutes**

Motion by Mr. Maloney to approve the August 12, 2021 meeting minutes as written. Second by Ms. Griffin.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - August 31, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARG Budget	Total YARG YTD Spent	Total Ending YARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$403,100	\$61,247	\$341,853	\$98,800	\$14,513	\$84,287	\$82,500	\$13,796	\$68,704	\$584,400	\$89,555	15%	\$494,845
PERSONNEL	\$403,100	\$61,247	\$341,853	\$98,800	\$14,513	\$84,287	\$82,500	\$13,796	\$68,704	\$584,400	\$89,555	15%	\$494,845
Administrative Services & Supplies	\$6,000	\$684	\$5,316	\$1,000	\$63	\$937	\$440	\$0	\$440	\$7,440	\$746	10%	\$6,694
Communication Costs	\$7,500	\$1,755	\$5,745	\$0	\$0	\$0	\$360	\$30	\$330	\$7,860	\$1,785	23%	\$6,075
Computer Services & Supplies	\$26,500	\$2,242	\$24,258	\$0	\$0	\$0	\$300	\$300	\$0	\$26,800	\$2,542	9%	\$24,258
Employee Development, Memberships & Subscriptions	\$7,500	\$265	\$7,235	\$17,575	\$250	\$17,325	\$1,000	\$0	\$1,000	\$26,075	\$515	2%	\$25,560
Employee Travel Costs	\$14,900	\$2,467	\$12,433	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$16,400	\$2,467	15%	\$13,933
Contracts, Events, & Other Council Activities	\$528,500	\$15,127	\$513,373	\$31,425	\$4,635	\$26,790	\$26,400	\$0	\$26,400	\$586,325	\$19,763	3%	\$566,562
Rentals & Operating Leases	\$8,500	\$1,266	\$7,234	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$1,266	15%	\$7,234
Government Overhead & Insurance	\$3,000	\$2,732	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$2,732	91%	\$268
OPERATING	\$602,400	\$26,538	\$575,862	\$50,000	\$4,948	\$45,052	\$30,000	\$330	\$29,670	\$682,400	\$31,816	5%	\$650,584
Grand Total	\$1,005,500	\$87,785	\$917,715	\$148,800	\$19,461	\$129,339	\$112,500	\$14,126	\$98,374	\$1,266,800	\$121,372	10%	\$1,145,428
	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE					TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE			
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$449,693	\$11,300,307					\$636,500	\$46,744	\$589,756			

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

WDTF Financial Summary - August 2021	
WDTF Cash Balance 8-1-21	\$15,218,917
Revenue	\$779,173
Interest	\$3,331
Payments	\$252,530
WDTF Cash Balance 8-31-21	\$15,748,891
Obligated Employer Grants	\$2,494,039
Obligated Industry Sector Grants	\$5,308,722
Obligated Innovation Grants	\$129,228
*Obligated Outreach Projects & Allocated Budget	\$826,246
**Short Term Financial Assistance Program	\$1,760,850
FY 22 WDTF Admin Costs	\$575,862
WDTF Obligated Balance	\$11,094,947
Unobligated Balance	\$4,653,944
Proposals Under Review	\$1,460,000
Unobligated Balance if all funded	\$3,193,944

*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

WDTF FY21 Revenue	Transfer In	Interest	Collection Cost
July	\$232,883	\$3,453	
August	\$779,173	\$3,331	
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
FY21 Totals	\$1,012,056	\$6,784	\$0

Discussion:

If the WDC funds all the projects projected over the next couple month, the fund will get down to where there will be no excess cash balance and we will be operating only on the funds we receive each year. It is important to start thinking about WDTF policy and if caps/side bars should be put on certain grant programs.

There is a federal grant opportunity through the US Department of Commerce for the Good Jobs Challenge. They plan to award grants in the range of \$5-\$20 million and up to 50 awards. The grant is perfectly aligned to support TPM and the types of projects that will come out of it. Ms. Secrist met with IACI and Idaho’s Economic Development Administration’s Director to discuss how those funds could be used to build regional support for TPM projects. The application is not due until January. Ms. Secrist will bring forward a more specific proposal in the next month or two.

WIOA Contract Transition Update

Equus is in the process of hiring and onboarding staff. Equus has offers out or accepted offers out to at least one case manager in each region. They have most of their leadership positions filled. They are having a hard time finding people to fill their business solutions specialists.

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Through funds set aside last year and additional funds for this year's contracts, the WDC has provided Equus access to about \$130,000 to purchase equipment and bring staff in a week and a half early to go through training.

Ms. Secrist is working with the One-Stop Operator to put a communications plan in place to notify participants that they will be getting a new Equus case manager. Equus is being introduced to the workforce system partners. Ms. Secrist and Equus will be traveling to Post Falls and Lewiston next week.

Discussion:

Is Equus hiring IDOL employees?

- IDOL did not have any employees impacted by the provider change. Last spring, IDOL had vacancies that they did not fill in case they did not receive the contract.
- Equus would have guaranteed an interview to any staff impacted by the contract change.

WIOA Recaptured Funds

Ms. Secrist reviewed the PY21 Local Area Set Asides Memo. Please see attached document.

NAWDP and Youth Career Planner Conference

The WDC has recaptured just over \$435K from PY20. The WDC also gave IDOL \$153k for a Youth In-Need special project last year and IDOL only spent \$64k. Those funds came from the \$760k recaptured from PY19.

Ms. Secrist presented ideas for projects that IDOL can do to spend the youth funds. Please see attached document.

Discussion:

What is the summer work program?

- The program is for youth ages 16-24. The individual would be matched up with an employer. IDOL would pay the individual's wages to work 240 hours (8 weeks) during the summer. Across the country these types of programs have been very successful in connecting youth to employers. This helps them to get something on their resume and take what they learned to the next job. This is designed to be a supported experience for youth with significant needs and not long-term employment.
 - The individual goes on IDOL's payroll rather than the employer having to make the youth an employee of their company.
- It would take a policy change to allow the program funds to be used for in-school youth, if the Council wants to include in-school youth in the project.
- There are support services to help with transportation costs, uniforms, etc.
- Any employer would be happy to pay the wages of youth who will show up to a job. Why is the WDC using funds to pay the wages?
 - It makes more sense to put funding towards support services.

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

- These youth are individuals that are hard to reach and don't have much in the way of employability skills. Some of them are homeless or may have low literacy levels. These individuals may have a hard time finding a job.
- Some other state's programs only subsidize a portion of the individual's wage. This gives the employer an incentive to take a chance on the individual, and the funding goes further.
- The program has very low wages.
 - This is something Ms. Secrist and IDOL are working on.

It is important to look carefully at the exact agenda of the NAWDP Youth Symposium to ensure it is going to be purposeful and meaningful. The individuals who attend the conference need to have a reputation of implementing what they learn.

- Some of the individuals who would attend the conference do not have any formal training for their roles working with this population. This conference would expose them to the possibilities and hopefully get them excited to serve Idaho's youth.
- The individuals who attend the conference on behalf of the administrative entity would be responsible for moving forward the change in the field. It is important to also have a few individuals from the staff attend the conference so they can be advocates for change.
- Instead of a conference, could the individuals go to another state and shadow to see the whole delivery cycle rather than attend a conference. Learning happens with information but also with hands-on training.
 - Will other states allow staff to come job shadow? Could there be networking at the conference that could lead to follow-up/remote meetings?
 - The workforce world is usually willing to share best practices/ideas. Ms. Secrist has done some of that in previous roles. Most of the boards/workforce systems are willing to help the other states.
 - The networking piece is very important and helps those individuals establish relationships within the system.
- The funding could be made available to the Youth Workforce Coordinator to explore other programs and come back to Idaho with recommendations and best practices.
- If a few individuals were sent to other states, a clear expectation needs to be set that the individuals must create an action plan.

There is some time before a decision has to be made on funding the Summer Work Experience project. The WDC could rely on the Youth Workforce Coordinator to explore other states' best practices. The Career Planner Professional Development & Planning needs to be hosted so those individuals can plan out how they are going to serve Idaho's youth. It is important to get the Youth Workforce Coordinator started so they can network.

The Committee would like to have Ms. Secrist take the above discussion about the Summer Work Experience project back to IDOL for further discussion and possible program changes. Ms. Secrist will present the project to the Council in October.

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Motion by Mr. Kolb to adjust the PY21 Allocation Plan to retain all recaptured youth funds for special projects in PY21 (meaning that local area set-asides come from PY21 allocation instead of being offset by the recaptured funds - \$368,759) and approve the NAWDP and Youth Career Planner Conference from recaptured funds. Second by Ms. Griffin. Motion carried.

Summer Youth Work Experience

Right now, youth dollars can only be spent on out-of-school youth. The WDC may want to shift the policy to allow for funding to be used for special projects that serve both in-school and out-of-school youth.

The Executive Committee is in support of Ms. Secrist working on this with the One-Stop Committee.

Justice Involved Youth Program

Ms. Secrist reviewed data on the Justice Involved Youth Program from the recaptured funds. Please see attached document.

If the WDC is going to spend dollars on this population, it would be important to express they are a priority in our policy. Ms. Secrist will ensure this is incorporated in the One-Stop Committee discussions.

WIOA also requires that local boards "ensure that parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of its youth programs." The WDC needs to take a more active role in defining the how the program is delivered in Idaho.

Finalize Strategies, Council Member Roles

Ms. Solace reviewed the strategies and council members roles. Please see attached documents.

This will need to be brought back to the full council for final approval in October.

Motion by Mr. Kolb to recommend approval of the WDC Strategies and Council Member Roles, as presented, to the full council. Second by Mr. Maloney. Motion carried.

October Council Meeting Agenda Review

Ms. Solace reviewed the draft October 13, 2021 Council Meeting Agenda. Please see attached document.

Discussion:

Age of Agility

- Depending on the COVID situation, the goal is to have some Council members and IBE Board members in the studio as a live audience. Age of Agility is virtual again because people were able to attend from all over the state, whereas, in previous years most attendees were from the Treasure Valley.
- Ms. Solace would like to do an activity at the Council meeting to follow-up on Age of Agility. What kind of activity should the Council do?

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

- It can be something super simple.
 - Draft your top 5 takeaways from Age of Agility.
 - This could be done in breakout groups.
- Ask the Council three questions.
 - What is one thing you heard at Age of Agility that the Council should act on in the coming year?
 - What did you learn?
 - What are some specific action items that align with the Council's goals and objectives?

Dates for December 2021 and June 2022 Meetings

There were some conflicts with the proposed December 2021 and June 2022 council meeting dates. Ms. Solace proposed moving those meetings to December 16, 2021 and June 8, 2022.

The Executive Committee is in support of these dates.

Teacher Extern Project Update – Association of Idaho Cities

This will be moved to a future meeting.

Executive Director's Report

Out of the \$1.2 million for Idaho Launch, in the first two months, the WDC has obligated \$550,000.

Executive Committee Discussion

No topics for discussion at this time.

Motion by Ms. Griffin to adjourn. Second by Mr. Maloney. Motion carried.
Adjourned at 3:34 p.m.