

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

### **EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, November 11, 2021

**Time:** 2:00 p.m. – 3:30 p.m.

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

**Staff:** Wendi Secrist, Matthew Thomsen, Caty Solace

**Guests:**

**Call to Order at: 2:00pm**

**Roll Call** – Quorum Met

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

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

**Motion by Mr. Maloney to approve the October 13, 2021 meeting minutes. Second by Mr. Young. Motion carried.**

#### ***Budget Report***

Ms. Secrist reviewed the October Month End Report. Please see attached document.

Discussion:

Everything looks in line for where the WDC is at for the year.

The WDTF started October with 15.5 million but there was no transfer in this month. Do we know why?

- The WDC Staff will verify the reason. It's likely just a timing issue.

Today, if the grants are approved it would leave us with just under \$3m. Collection costs this year are higher than they have been in previous years. The projected total costs are around \$105,000 which is \$5,000 over budget. This is because of staff IDOL had to add last year to help with pandemic related costs in collecting unemployment. We will be able to absorb the \$5,000 but will be watching this closely for FY23.

#### ***Update on Grant Review/Policy Committee Discussions***

The Policy Committee needs a new chair. The first choice would be to keep Mr. Kolb as the chair of the Grant Review Committee and keep Ms. Griffin on Grant Review Committee. If Ms. Hoehne is willing to chair through

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December, Hope Morrow would be a great choice to take over chairing the Policy Committee in the new year. Ms. Morrow would like to have a discussion with Ms. Hoehne about it.

Also there have been updates to the conversation between Policy and Grant committees. Themes that have been discussed in the Grant Committee are the dollar amount being so high, and some tactical issues that get in the way of the process such as onboarding training, safety training, asking for money associated with salaries for grants in general. The Grant Committee is being directed back to the policy and systems in place, which has helped with decision making. On the Policy Committee side, they are looking at how to update the policy to spend the WDTF more efficiently on grants. The first conversation was very high level looking at capping amounts and awards for a particular time frame. At the next meeting the committee was ready to dive into the details and talk about what the WDTF should be paying for through the employer grant policy. They were advocating the use of rubric and making it mandatory. The next meeting the Policy committee will continue this conversation. They are looking at having a qualitative rubric for the employer grants, and Lori Barber has volunteered to assist in creating a potential model.

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

Ms. Secrist has some personal issues that are requiring her to scale her hours back temporarily. Staff are doing a wonderful job of ensuring the work of the Council continues.

The Career Planner conference was held two weeks ago, to do strategic planning for the Youth program. We want them to use the money to serve this population. Time was spent on looking at overcoming barriers and logistics, the feedback from the time spent was incredibly positive. They will be presenting to the Council about using the rest of these recaptured funds.

The Good Jobs Challenge grant application is due January 26<sup>th</sup>. Hope Morrow is willing to step in if we need help. This may be a capacity issue moving forward, and possibly a spending authority issue. Ms. Secrist will bring a formal request to the Council in December to apply.

Ms. Secrist reviewed the EMSI and BurningGlass talent attraction score sheet. Please see attached document. Ada County ranks number 17 in the nation for attracting working age talent, and 47 for Canyon County.

### ***Draft December Council Meeting Agenda***

Ms. Secrist reviewed the draft December 16 council meeting agenda. Please see attached document.

The goal is to keep the meeting short (9:00 a.m. – 1:00 p.m.). Job Corps would like to talk about the extension of their grant. Idaho Launch may need to ask for additional funding. This will be an opportunity for the Council to see how it connects to Next Steps.

Discussion:

Is there time for the Council members to break out into smaller groups and do some sort of activity or discussion?

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- Ms. Secrist and staff will brainstorm on a possible idea of what the council members can discuss.
- For breakout groups the meeting will need to be setup as a meeting and not a webinar on Zoom.

### ***Elevate Academy – Industry Sector Grant***

Elevate Academy is building a new facility in Post Falls. The grant request is specific to the new Post Falls site and seeks funding for equipment and personnel for the career technical education school. The mission is to make connections between education and career opportunities for participating students (targeting 6th-12th grade students meeting the states at-risk qualifications). The Post Falls center will focus on construction, welding/manufacturing, business/marketing, health professions, culinary arts, drones/technology, and potentially aerospace. In as early as three years the Post Falls center will have a graduating class.

### **WDTF Request: \$869,956**

Discussion:

Is John familiar with this project?

- It is a charter school that is endorsed by the local public school. He has heard a lot of positive things. It is similar to KTEC, but the difference is that it is for non-traditional and at-risk students.

This is a great population to target to get them on a better path earlier.

**Motion by Mr. Young to approve the Elevate Academy Industry Sector Grant in the full amount of \$869,956, Second by Ms. Griffin. Motion carried.**

### ***Artisan Labs – Employer Grant***

Artisan Labs is a cosmetic manufacturer in Hansen, located near Twin Falls. The employer is expanding, bringing on a projected 42 employees, adding \$1.2 million in facility improvements and \$924,000 in equipment investments. The employer has found it difficult to hire workforce with needed skills and is willing to train new employees with the necessary skillsets.

### **WDTF Request: \$51,939**

Discussion:

There was discussion about the types of training, but this could be very positive in a rural area. Ms. Hoehne has toured a lab like this before, that serves national companies. The jobs in research are very positive.

The Committee discussed training existing employers, but it is not against WDTF Policy to provide that type of training.

**Motion by Ms. Griffin to approve the Artisan Labs Employer Grant in the full amount of \$51,939. Second by Mr. Maloney. Motion carried.**

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This would be a good grant to bring back to Policy Committee as a discussion example.

### ***Sun Valley Culinary Institute – Industry Sector Grant***

Sun Valley Culinary Institute (Institute) is requesting funding for a Culinary Director. The Institute has already received a \$25,000 Innovation Grant to develop the curriculum. The program, in 3 years, will train 34 participants with an expected 26 graduating. The Institute also has a commitment from College of Southern Idaho (CSI); its graduates may continue their training and register for the CSI Culinary Program Year 2.

They came in with an innovation grant a few years back, to design a culinary program with a registered apprenticeship component. This grant is funding the Director's position for the next three years. There is a huge need for cooks in that region. Sun Valley was recently named the number one ski resort in the nation.

### **WDTF Request: \$150,000**

Discussion:

There was a new member from the Council mentioning how hard it is to get workers in that industry.

There has been so much volunteerism put into this institute, that \$150,000 over three years seems like a small investment for something so important to that region.

**Motion by Mr. Young to approve the Sun Valley Culinary Institute Industry Sector Grant in the full amount of \$150,000. Second by Ms. Griffin.**

The cost of living was discussed a lot during the review of this proposal. This long-term could help getting higher wages for people and help with the challenge of relocating people there by using the existing community.

**Motion carried.**

### ***IPTV Outreach Project – Additional Extension***

Ms. Solace reviewed the IPTV Outreach project additional extension request. Please see attached document.

**Motion by Ms. Griffin to approve the IPTV Outreach Project extension as presented. Second by Mr. young.**

How much was the grant for?

- Around \$46,000.

**Motion carried.**

### ***Executive Committee Open Discussion***

John sat on the Cyber Technology Task Force subcommittee for Workforce Development: There was very little knowledge about what is going on with Next Steps. There is a lot of work to do in this realm. Staff could use

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assistance in getting the first batch of employers signed up for Nepris (Next Steps Connections) as soon as we have the white label ready, so that there are Idaho employers in the system when the first schools sign up. This is also an opportunity to get the word out to employers.

Make sure that staff is approaching the Council with needs. Will ask for help with Next Steps Idaho Connections, and with the Extern program.

Retail management certificate system is certified by the WAFC. It's eight courses that can show the career pathways available in retail. It is not currently offered in Idaho. This could lead to some great opportunities.

The vaccine mandate is concerning as an employer. There could be a national walk-out, and it is causing so much disruption. What is going to happen when these mandates take place, we are already suffering from workforce issues. There are stories of companies that are laying off employees to get under the 100-employee threshold.

**Adjourned at 3:20**

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