

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, August 12, 2021

Time: 2:00 p.m. – 3:30 p.m.

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

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

Guests:

Call to Order at 2:00 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

***Review July 8, 2021 Meeting Minutes**

Motion by Mr. Maloney to approve the July 8, 2021 meeting minutes as written. Second by Ms. Griffin.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - July 31, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARC Budget	Total YARC YTD Spent	Total Ending YARC	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$403,100	\$30,141	\$372,959	\$98,800	\$7,765	\$91,035	\$82,500	\$7,387	\$75,113	\$584,400	\$45,292	8%	\$539,108
PERSONNEL	\$403,100	\$30,141	\$372,959	\$98,800	\$7,765	\$91,035	\$82,500	\$7,387	\$75,113	\$584,400	\$45,292	8%	\$539,108
Administrative Services & Supplies	\$6,000	\$243	\$5,757	\$1,000	\$29	\$971	\$675	\$0	\$675	\$7,675	\$272	4%	\$7,403
Communication Costs	\$7,500	\$641	\$6,859	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$641	9%	\$6,859
Computer Services & Supplies	\$26,500	\$1,980	\$24,520	\$0	\$0	\$0	\$0	\$0	\$0	\$26,500	\$1,980	7%	\$24,520
Employee Development, Memberships & Subscriptions	\$7,500	\$17	\$7,483	\$17,575	\$250	\$17,325	\$1,000	\$0	\$1,000	\$26,075	\$267	1%	\$25,808
Employee Travel Costs	\$17,900	\$2,452	\$15,448	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$19,400	\$2,452	13%	\$16,948
Contracts, Events, & Other Council Activities	\$528,500	\$5,049	\$523,451	\$31,425	\$2,331	\$29,094	\$26,825	\$0	\$26,825	\$586,750	\$7,380	1%	\$579,370
Rentals & Operating Leases	\$8,500	\$137	\$8,363	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$137	2%	\$8,363
OPERATING	\$602,400	\$10,518	\$591,882	\$50,000	\$2,610	\$47,390	\$30,000	\$0	\$30,000	\$682,400	\$13,128	2%	\$669,272
Grand Total	\$1,005,500	\$40,659	\$964,841	\$148,800	\$10,375	\$138,425	\$112,500	\$7,387	\$105,113	\$1,266,800	\$58,420	5%	\$1,208,380
STATE EXPENDITURE CATEGORY	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	\$244,882	\$11,505,118				\$636,500	\$266	\$636,234				

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WDTF Financial Summary - July 2021	
WDTF Cash Balance 7-1-21	\$15,264,280
Revenue	\$234,801
Interest	\$3,453
Payments	\$283,617
WDTF Cash Balance 7-31-21	\$15,218,917
Obligated Employer Grants	\$2,339,758
Obligated Industry Sector Grants	\$3,824,920
Obligated Innovation Grants	\$129,228
*Obligated Outreach Projects & Allocated Budget	\$612,151
**Short Term Financial Assistance Program	\$1,373,275
FY 22 WDTF Admin Costs	\$964,841
WDTF Obligated Balance	\$9,244,174
Unobligated Balance	\$5,974,744
Proposals Under Review	\$910,000
Unobligated Balance if all funded	\$5,064,744

*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			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
FY21 Totals	\$232,883	\$3,453	\$0

A possible solution to separating out the WIOA and Youth Apprenticeship grant federal funds into two categories has been identified. A methodology is being developed to account for the Launch obligations.

The above budget report is still being refined.

Discussion:

At this time of year, is there a WDTF threshold the WDC should maintain?

- It is not something the WDC has had to worry about until now. When the WDC took over the fund, there was a large balance and staff has been working to get the balance down. It was originally discussed that a threshold should be \$3.5-\$4 million. That is enough to fund larger projects, but the WDC would not be sitting on a large balance. It is important to have this discussion at a future Executive Committee meeting.

FY23 Budget Request

Ms. Secrist reviewed the FY23 budget request. Please see attached document.

Discussion:

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What percentage increase is the FY23 budget over the FY22 budget request?

- There will be a significant decrease because of the removal of the one-time spending authority.
- It would be nice to see the FY22 budget vs. the FY23 budget for next year.

Motion by Mr. Young to approve the FY23 WDC budget as presented. Second by Mr. Kolb.

How is the line item being justified to the Legislature?

- FTEs are always a challenge, but Ms. Secrist is not overly concerned about the request. Looking at the overall picture, all state agencies were told not to propose a budget exceeding a 3.1% increase (for general fund agencies). The WDC is not a general fund agency and is well under the 3.1% increase.
- Ms. Secrist will meet with a few members of JFAC to discuss the WDC budget prior to the start of the session.

Motion carried.

WDTF Grant Review

Hearthside Foods – Employer Grant

Hearthside Foods located in Boise, is requesting WDTF to assist with the training of 60 new and 186 existing workers. The employer has seen an increase in their workload due to customer demand resulting in the addition of two new production lines. The employers training plan includes external training with internal on-the-job training.

WDTF Request: \$151,280.50

Discussion:

The Grant Review Committee discussed how the Kaizen training will benefit the company and if it made sense to support all of the training. The Committee felt that the application met all the requirements of the WDTF policies.

Motion by Mr. Young to approve the Hearthside Foods employer grant in the full amount of \$151,280.50. Second by Ms. Swanson.

The Council needs to continue discussion regarding employer grant policies.

Motion carried.

Shoshone-Bannock Tribes – Industry Sector Grant

Shoshone-Bannock Tribes is requesting grant funding to support the implementation of CNA, Dental Assistant, and Engineering Tech. programs. The programs will train Tribal members, including high school students and

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adults. Funding from the grant will go towards purchasing equipment to support the programs start-up allowing INL and Idaho State University to provide training onsite at the Shoshone-Bannock High School.

WDTF Request: \$200,259.10

Discussion:

The tuition is for the adults and not the high school students.

Is INL providing the training?

- INL is providing money to help with the program.
- INL and the Tribe signed an MOU to expand opportunities between the Tribe and Battelle. The Tribe is asking the WDC to fund the equipment and tuition for the adults in Dental Assisting and CNA, but INL is involved in the Tribe's other CTE opportunities within the high school.

Motion by Ms. Griffin to approve the Shoshone-Bannock Tribes industry sector grant in the full amount of \$200,259.10. Second by Ms. Swanson. Motion carried.

Lewis-Clark State College – Industry Sector Grant

Lewis-Clark State College is applying for grant funding to help expand their collision repair, diesel, welding, and allied health programs. The grant funds will primarily go towards the purchasing of equipment that will increase program capacity. LCSC will use some of the funding and match dollars to renovate existing facilities that were vacated after the College finished the construction of their newly built Schweitzer CTE Center.

WDTF Request: \$1,289,050.55

Discussion:

LCSC received a previous grant to build programs into the new Schweitzer CTE building. The programs that moved into Schweitzer are under the old grant.

Is there money coming in from other industries?

- In 2018, LCSC received a \$1.5 million U.S. Department of Commerce Economic Development Administration (EDA) grant for new CTE equipment. LCSC committed \$1.5 million in match, with equipment totaling \$3,022,800 million. The Schweitzer CTE Center will house \$2,270,100 of the equipment; another \$752,700 will be used to purchase equipment for LCSC CTE programs that remain on the main campus. In 2020, when the Center opens, the on-campus program will expand into the vacated space in the LCSC Mechanical Technical Building and the LCSC Wittman Complex.

This is a great help for the region because more people can be trained.

Motion by Ms. Swanson to approve the Lewis-Clark State College industry sector grant in the full amount of \$1,289,050.55. Second by Ms. Griffin. Motion carried.

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2022 Council Meeting Dates

Ms. Secrist reviewed proposed 2022 council meeting dates. Please see attached document.

Discussion:

At the January Council meetings, the Council reviews the Legislative priorities sheet. This meeting falls after the Legislature is already in session. If the Council meetings were a month earlier, it would make that discussion easier. Moving forward, the winter meeting will always be virtual. Would the Executive Committee like to adjust the Council meetings by a month?

- It would be nice to move the meetings to better align with the Legislature.

The WDC staff will shift the Council meetings by a month.

Branding for Equus

The WDC staff is working with Equus on how they will brand themselves as the new Adult and Dislocated Worker service provider. This is an example of how their business cards could reflect the relationship with the Council. Please see attached document.

Discussion:

It might be beneficial to have Equus be under the WDC umbrella. It is typical in other states for the service provider to have business cards like this. A blended approach is better than the cards being strictly the WDC.

The Committee is comfortable with the Equus and WDC co-branding.

Synthesize Council/Board Development Activity & Finalize Strategies

Ms. Solace reviewed the Goals and Strategies Proposed plan and the synthesized July council activity. Please see attached document. The Committee made notes on the document.

Discussion:

What is the difference between distribute and promote?

- Promote is more selling the thing whereas distribute is giving something out.

Ms. Solace will send the document to the Committee for further feedback on the Roles and Responsibilities of the Council.

Executive Director's Report

The WDC staff has hired a temp through the end of the year. The staff are relieved to have someone to help with the workload.

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In addition to the WDC budget, Ms. Secrist is requesting a small change to our legislation. This will take language out of the WDC statute that under youth employment programs, the participants cannot be employees of the State of Idaho. This prevents the State of Idaho from having apprentices.

There are a few council members whose terms are up in September and a few more in December. The map shows where there are gaps in representation around the state. Please see attached document.

Right now, for Executive Committee, Ms. Swanson and Mr. Young's terms will be up in September. There is a clear gap in the Magic Valley. Ms. Bardsley and Ms. Nielsen are both retiring. Ms. Bardsley will most likely be replaced by Idaho Central Credit Union's VP of HR. There could also be improvement of representation in North Idaho. If there are people the Committee members are aware who might be interested in serving on the Council and will be a good fit, please let Ms. Secrist know.

Executive Committee Discussion Topic – Joint Policy & Grant Committee Meeting

Many of the things the Committee struggled with today in the Grant discussion are things that were brought up at the Joint Policy and Grant Committee meeting. Based on the conversation today, there needs to be a deeper discussion on this topic. Internal vs. external training seems to be a big point of discussion.

Ms. Swanson asked that the Executive Committee let the Policy Committee work through these issues and bring a proposal back to the Executive Committee. The Committee agrees to this plan.

Adjourned at 3:42 p.m.