

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Workforce Development Policy Committee Meeting Minutes

Date: Tuesday, June 16, 2020

Time: 2:00 p.m. – 3:00 p.m. (Mountain Time)

Committee Members: BJ Swanson, Kelly Kolb, ~~Jason Hudson~~, Christi Gilchrist, Todd Schwarz, John Smith, Scott Syme, ~~Lori Wolff~~, Jani Revier, Tom Kealey, Tom Schultz

Staff: Wendi Secrist, Paige Nielebeck, Amanda Ames, Matthew Thomsen, Carissa Hale

Guests: Troy Oppie

Call to Order at 2:03 pm

Roll Call – quorum met

Review Agenda – no changes to the agenda

Approve May 19, 2020 Meeting Minutes

Motion by Mr. Schwarz to approve the May 19, 2020 meeting minutes. Second by Mr. Kealey. Motion carried.

Short-Term Training Financial Assistance Under the WDTF

Ms. Secrist reviewed the Short-Term Training Financial Assistance program policy with the WDC's representative from the Office of the Attorney General and integrated her feedback into the policy. Ms. Secrist also incorporated all the changes suggest by the Committee. Please see attached document.

What will stop an employer from making this short-term training financial assistance program their last dollar in, directing all employees to apply for the funding, and then using company funds to pay for the leftover cost of training?

- There is no way to prevent it from happening. The Workforce Training Network felt that it would not be a problem for the program, but it could come up.
- If it turns into a problem, the Committee can address it.

Motion by Ms. Gilchrist to recommend the Short-Term Training Financial Assistance Program policy as presented for approval by the full council. Second by Commissioner Smith. Motion carried.

Set-Aside Recommendation

Last month the Committee discussed the amount of WDTF to be allocated for the Shor-Term Training Financial Assistance Program and how much money would be allocated per applicant for the program. Ms. Secrist reviewed the May WDTF budget report. Please see attached document.

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Ms. Secrist suggested starting with an allocation for the program of \$2 million. The Committee can always request additional funding from the WDTF if that is not enough. There needs to be a balance between the set-aside for the short-term training program and the other WDTF grants.

- Did the WDC staff request additional spending authority?
 - The WDC received one-time additional spending authority for FY21. The WDC now has \$12 million in spending authority for the next fiscal year. By September 1, the WDC will project if we need another increase.
- When would the annual approval of allocated funds for the short-term training program happen?
 - This allocation would be brought before the Council every April or July.
- A Committee member suggested making the short-term training program allocation a percentage of the WDTF balance every fiscal year.
 - From a management standpoint it is easier to manage a fixed amount of funding.
- The Committee is comfortable with \$2 million as the starting allocated amount.

Motion by Mr. Schwarz to recommend \$2 million of the WDTF be allocated for the Short-Term Training Financial Assistance Program for approval by the full council. Second by Commissioner Smith. Motion carried.

Review Committee Strategic Plan Objectives

Ms. Secrist reviewed the Policy Committee strategic plan objectives. Please see attached document.

Ms. Secrist will request one to two volunteers to represent the Policy Committee on a strategic planning working group to look at the WDC's strategic plan from a high level. The individuals in the working group will provide input on behalf of their committee and then report back results.

“Develop and implement an outreach strategy for the Workforce Development Training Fund (WDTF) consistent with Council-defined priorities.”

- The WDC hosted an all-day meeting with the Economic Development Professionals throughout the state and continues to share information with them on the WDTF.
- What is the goal of this objective?
 - To ensure Idahoans are aware of the WDTF and the funding opportunities through it. This goal is specific to marketing Council priorities (e.g. shifting to awarding more sector grants).
- Are there metrics available to show if the WDC's outreach is being effective?
 - The WDC staff has data available. The staff will put together a report on the outreach efforts.
- As WDTF programs change over time, the WDC will need to continue outreach to the state of Idaho.
- The Committee would like this objective to remain a priority.

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“Develop a process for the Council to proactively identify and support policy initiatives in collaboration with the Governor and partners.”

- This policy was adopted at the October council meeting. The policy instructed the WDC’s partners on how to propose the WDC support their legislative initiatives, how the WDC will evaluate the proposals, and what to do if the WDC is in support of the initiative or not.
- This objective is complete.

“Review the WDTF Employer Grant Scoring Matrix to ensure it is aligned to the goals for the Training Fund.” & “Update the methodology for selecting Eligible Training Providers to ensure alignment with in-demand occupations.”

- The Committee charged itself to evaluate the scoring matrix for employer grants and the ETP in-demand occupation methodology annually. This year, the Committee updated the scoring matrix in October and the ETP policy in May.
- The Committee sees these policies as ongoing projects and should be kept as a priority.

“Identify data needs for decision making and to show return on investment across workforce development programs. Identify resource needs to access and analyze the data.”

- The WDC has access to the Burning Glass Technologies real-time labor market information platform. The Grant Review Committee uses the data when reviewing grant applications. Progress has been made on this objective, but it will be an ongoing project.
- The WDC needs to continue challenging ourselves with this objective. Data will continuously change and the WDC needs to be prepared to change with the data.
- All of the WDC Committees are figuring out how to better utilize data for decision making.
- The Committee would like to keep this objective a priority.

Ms. Secrist asked for volunteers for the strategic plan working group.

Volunteer 1: Kelly Kolb

Volunteer 2: Todd Schwarz

Motion by Mr. Schwarz to adjourn. Second by Commissioner Smith. Motion carried.

Meeting adjourned at 2:47 pm