

**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, May 19, 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, Caty Solace

**Guests:**

**Call to Order at 2:02 p.m.**

**Roll Call** – quorum met

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

**Approve April 21, 2020 Meeting Minutes**

**Motion by Mr. Kolb to approve the April 21, 2020 meeting minutes as written. Second by Ms. Gilchrist. Motion carried.**

**Eligible Training Provider Policy Appendix A Update**

Last month the Committee discussed different methodologies to select training providers to be places on the Eligible Training Provider (ETP) list. Ms. Secrist incorporated the feedback into Appendix A of the ETP Policy. Ms. Secrist reviewed the updates to Appendix A. Please see attached document.

Ms. Secrist asked if the Committee approves a request from a provider to add a training program to the list for an occupation that falls outside of the ETP criteria, should that training be added to the list of approved career pathway programs on page 1 of Appendix A? To keep the process fair and simple, the approved requested training should be added to the list.

- Will the list of approved career pathways be reviewed regularly?
  - Appendix A must be updated annually, so the list will be included in that review.
- Ms. Secrist will add a sentence to Appendix A that reads, “If the Policy Committee approves the request, the occupation will be added to a list of additional statewide occupations above.”

**Motion by Mr. Schwarz to recommend the approval of the Eligible Training Provider Policy Appendix A with the added sentence regarding adding approved requests to a list of additional statewide occupations. Second by Mr. Kealey. Motion carried.**

**Short-Term Training Financial Assistance Under the WDTF**

**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

At the last meeting, the Committee discussed creating a new program under the Workforce Development Training Fund (WDTF) to provide funding for individuals who want to seek training through a program that does not qualify for federal financial aid. Ms. Secrist created a draft policy for the new program and reviewed the components with the Committee. Please see attached document.

What time period does the Committee want to set for the grant to become a loan if the individual moves out of state (e.g. the individual moves 1-year after receiving the grant)? Does the Committee want this stipulation to be part of the policy?

- What is the average cost of training for one individual?
  - The cost is specific to the training program.
- The Committee also needs to discuss a cap on the amount of funding being provided to individuals for training. Certain types of training can cost \$20,000 or more.
- Stipulating anything longer than a 1-year commitment to stay in Idaho could be a barrier and might deter someone from applying. 1- year seems to be an appropriate length of time.
- How would the WDC monitor people who get the funding and then leave the state?
  - Ms. Secrist needs to talk to our DAG about that issue. Missouri included a loan conversion process in their policy. Every 6 months the WDC could conduct wage matches of the individuals who received a funding. This would identify who may have moved out of state and trigger a follow-up call.
  - Instead of stating in the policy that the funding “shall” or “will” convert to a loan, the word “may” should be used. With the amount of money being given out through this program it may not be worth it to try to collect. This is a process that could be monitored for a year and if there are abuses of the program the Committee can reevaluate.

How much of the WDTF should be allocated for this program annually?

- \$4,000 per grantee would amount to \$4 million which would allocate all the revenue that comes into the WDTF.
  - It is important to remember that the WDTF funding needs to be balanced between all WDTF programs.
  - This is something that can be brought before the full council for input and feedback.

What kind of cap does the Committee want to put on funding per individual?

- The Committee can adjust the cap as needed after the program has started.
- If a situation arose where the funding was not enough for an individual due to poverty, could IDOL have discretion to provide a set amount based on their poverty level?
  - As drafted, the policy has a sliding scale based on poverty level and financial assistance is offered up to 90% of the program cost or \$2,000, whichever is less. IDOL would have no discretion.
- Mr. Schwarz proposed putting a \$2,000 cap on the funding per individual and gathering feedback from the Council in July.

**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

- It would be beneficial to put a lifetime cap on the grant. Individuals should only be able to access the funding once.

What about individuals who intend to become self-employed after the training? Should there be a stipulation in the policy that the individual is subject to Idaho Business Income Tax?

- If the individual goes through training and is self-employed, the individual will be paying income tax.
- The WDC should encourage the growth of small businesses. With growth, these businesses are often able to add employees over time. Small businesses are the backbone of Idaho's economy.
- Ms. Secrist will work with the Attorney General's office to get the right wording.

Institutions are required to report to the IRS the disbursement of financial aid. Is this something the WDC might have to do with this program?

- Ms. Secrist will need to discuss this with our DAG.
- Another possible resource for the WDC would be an institution's financial aid director. Mr. Schwarz will put Ms. Secrist in touch with someone.

How would the individual receive the funds?

- The individual would never directly receive the funds. The institution would be sent a voucher for the funding and then in turn would bill the WDC for the training.

### **Request to Coronavirus Financial Advisory Committee**

The Governor's Office reached out to Ms. Secrist asking that the WDC create a workforce component for Idaho Rebounds. The goal would be to identify short-term training options based on surveying employers on the types of training they want individuals developing through this crisis. The WDC is already working on a project called Launch that could be used as the platform to kickstart the Idaho Rebounds component. This would allow for the WDC to put this program together quickly and start training individuals in Idaho to get back into the workforce. The Idaho Rebounds program would complement the short-term training assistance program the Committee is working on creating under the WDTF. The WDC will have the opportunity to apply for CARES Act funding to jump start this program. The initial goal was to have the short-term training program running by August or September, but with the CARES Act funding that timeline may be moved up. The CARES Act funding would fund the program through the end of the year and then the WDTF would be the long-term funding source. The CARES Act funds would be used to create the platform for the program and do all the outreach and marketing. The WDC will also be leveraging any existing resources before providing any funding out of the WDTF (e.g. WIOA funding through IDOL).

- Could this program be created without using the CARES Act funding?
  - We theoretically could use the WDTF funding, but the Governor's office asked the WDC to develop a proposal for CARES Act funding.
- How much CARES Act funds will the WDC be requesting?
  - The request will be about \$1 million.

**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

**Motion by Mr. Schwarz to adjourn. Motion carried.**  
**Meeting adjourned at 3:10 p.m.**