

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

John Young
Vice Chair

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, February 10, 2022

Time: 2:00 p.m. – 3:30 p.m.

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

Staff: Paige Nielebeck, Caty Solace, Wendi Secrist, Stacy James, Matthew Thomsen, Amanda Ames

Guests:

Call to Order at 2:01 p.m.

Roll Call – Quorum met

Review Agenda – No changes to the agenda

***Review January 13, 2022 Meeting Minutes**

This item will be moved to the next meeting.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - December 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	\$226,315	\$176,785	\$98,800	\$55,322	\$43,478	\$82,500	\$48,586	\$33,914	\$584,400	\$330,222	57%	\$254,178
PERSONNEL	\$403,100	\$226,315	\$176,785	\$98,800	\$55,322	\$43,478	\$82,500	\$48,586	\$33,914	\$584,400	\$330,222	57%	\$254,178
Administrative Services & Supplies	\$6,000	\$1,606	\$4,394	\$1,000	\$170	\$830	\$440	\$16	\$424	\$7,440	\$1,791	24%	\$5,649
Communication Costs	\$7,500	\$6,248	\$1,252	\$0	\$0	\$0	\$360	\$210	\$150	\$7,860	\$6,458	82%	\$1,402
Computer Services & Supplies	\$26,500	\$16,372	\$10,128	\$0	\$0	\$0	\$300	\$446	-\$146	\$26,800	\$16,818	63%	\$9,982
Employee Development, Memberships & Subscriptions	\$7,500	\$265	\$7,235	\$17,575	\$1,100	\$16,475	\$1,000	\$0	\$1,000	\$26,075	\$1,365	5%	\$24,710
Employee Travel Costs	\$14,900	\$4,589	\$10,311	\$0	\$982	-\$982	\$1,500	\$0	\$1,500	\$16,400	\$5,572	34%	\$10,828
Contracts, Events, & Other Council Activities	\$528,500	\$129,516	\$398,984	\$31,425	\$15,340	\$16,085	\$26,400	\$0	\$26,400	\$586,325	\$144,857	25%	\$441,468
Rentals & Operating Leases	\$8,500	\$5,215	\$3,285	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$5,215	61%	\$3,285
Government Overhead & Insurance	\$3,000	\$2,732	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$2,732	91%	\$268
OPERATING	\$602,400	\$166,544	\$435,857	\$50,000	\$17,592	\$32,408	\$30,000	\$672	\$29,328	\$682,400	\$184,807	27%	\$497,593
Grand Total	\$1,005,500	\$392,859	\$612,642	\$148,800	\$72,914	\$75,886	\$112,500	\$49,258	\$63,242	\$1,266,800	\$515,030	41%	\$751,770
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	\$1,839,078	\$9,910,922				\$636,500	\$284,852	\$351,648				

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WDTF Financial Summary - January 2022	
WDTF Cash Balance 1-1-22	\$15,281,449
Revenue	\$187,171
Interest	\$3,632
Payments	\$320,106
WDTF Cash Balance 1-31-22	\$15,152,146
Obligated Employer Grants	\$2,297,972
Obligated Industry Sector Grants	\$5,252,819
Obligated Innovation Grants	\$586,722
*Obligated Outreach Projects & Allocated Budget	\$705,328
**Short Term Financial Assistance Program	\$1,984,017
FY 22 WDTF Admin Costs	\$435,857
WDTF Obligated Balance	\$11,262,716
Unobligated Balance	\$3,889,430
Proposals Under Review	\$536,302
Unobligated Balance if all funded	\$3,353,128

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

**Includes all Launch funding made available for FY22.

WDTF FY22 Revenue	Transfer In	Interest	Collection Cost
July	\$232,883	\$3,453	
August	\$779,173	\$3,331	
September	\$5,115	\$3,430	
October	\$0	\$4,040	
November	\$865,303	\$4,170	\$57,072
December	\$15,741	\$3,660	
January	\$187,079	\$3,632	
February			
March			
April			
May			
June			
FY22 Totals	\$2,085,294	\$25,716	\$57,072

JFAC Presentation Highlights

Discussion:

Ms. Secrist presented the WDC’s budget to JFAC. The presentation went very well. Ms. Secrist had offered to meet with the co-chairs after the presentation to answer any outstanding questions and they did not have any. Ms. Secrist was not able to meet with every JFAC member prior to the presentation but she was close. Senator Grow asked a question about how the childcare jobs being created are going to be filled. Ms. Secrist responded that the WDC will coordinate with partners to make sure the job opportunities are available and filled. The hope is that partnering with employers on a childcare program, would encourage them to raise wages for childcare workers.

Ms. Secrist also had the opportunity to present to the Senate Education Committee. There were very few questions, and the presentation went well.

Ms. Hoehne had the opportunity to participate in a panel for the Idaho Business Review at one of their breakfast sessions. Ms. Hoehne was able to provide information about the WDC’s work and programs that are available to

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employers. Ms. Hoehne encouraged the employers to participate in the WDC's programs (e.g., STEM Externship Program).

Boise State University – Industry Sector Grant

The Boise State University (BSU) program is working with multiple partners for the Cyberdome project including Micron, INL, Intuit, Thermo Fisher Scientific, and Choice Hotels International. Partners have committed to hire the students who complete training. BSU is actively recruiting subject matter expert educators for this program. The program will train +80 individuals over the next 3 years. The grant will fund student stipends and certification cost for students enrolled in the program.

The Cyberdome platform enables an appropriate combination of traditional training and real-world experience through the broadened online access, storage, and services; training will be accessible to learners in all parts of Idaho, including rural Idaho where training and workers may not have been previously available.

The labor market data shows there will be a 36% growth in cybersecurity analysts over the past 12 months, 979 Cybersecurity Analysts job openings posted in Idaho.

WDTF Request: \$806,433.94

Discussion:

How do students get into the program?

- BSU will build a cybersecurity monitoring program for government and non-profit organizations that cannot afford or do not have cyber professionals on staff. The students monitor the Cyberdome clients' servers. All the Idaho colleges are involved in the program. This program allows students to work on real project rather than in fake environments. This project has broad support among government, education, etc.
- This program gives students hands-on skills.
- A student at ISU can work at the Cyberdome as part of their education pathway.

It seems a majority of the funds is going to stipends for students. There is a large demand for cybersecurity specialists, but the WDC should not be funding something that is benefitting businesses who do not want to pay for IT services.

- The program is not open to private business. It is open to government, non-profits, etc.
- The program is focused on rural areas.

Boise State is working to create a sustainability plan for the program. The WDTF funds would be used to help build the base of the program.

What are the participant wages?

- \$13 an hour.

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The purpose of broadening the Innovation Grant Policy is to be able fund projects like this one. The goal is to get individuals into work-based learning experiences.

What happens when the funding runs out?

- The plan is for Boise State to create an employer network to build sustainability. There is always a chance that Boise State will not be able to keep the program sustainable.

The WDC needs to safeguard the monies that Idaho employers are putting into the WDTF by holding the education institutions accountable for what happens to the funds. The dollars need to be managed correctly.

- The Office of Sponsored projects is overseeing the project and budget.

Motion by Mr. Young to approve the Boise State University Industry Sector Grant in the full amount of \$806,433.94. Second by Ms. Leonard. Motion carried.

The Executive Committee expressed that they would like to see the quarterly reports from the grantees. It is important to ensure the programs that are being funded by the WDTF are benefitting Idaho. The WDC is putting a lot of money into these programs. This could be incorporated into the Council Member Hub.

Executive Director's Report

WIOA State Plan Approval Process

At the March 10 meeting, the Committee will need to review and approve the Idaho WIOA State Plan. The plan is open for public comment right now. The One-Stop Committee will make a recommendation to the Committee.

The Committee would like a couple page summary of the State Plan Modification and have Ms. Secrist review it at the March meeting.

Launch Survey Release

Ms. Solace has the next draft of the Idaho Launch survey. Last time, the WDC found out what skills employers find valuable. Launch now has courses that have been approved. The WDC needs to close the loop and ask employers if they find those courses valuable. If they do not, then the WDC needs to reevaluate paying for it. The point is to make the dollars work for Idaho. The new survey will also allow employers to list skills they are hiring for in the future.

The WDC will send out the survey to the Chamber Associations and out industry partners. The goal is to get over 800 responses again. The WDC staff would love the Council's help distributing the survey.

Ms. Solace expects the survey to be finished this week and should be ready to go out next week.

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Next Steps Idaho Connections

IBE ran a competitive grant process for schools across Idaho to get access to Next Steps Idaho Connections. The Office of the State Board of Education heavily advertised the grant opportunity. About 30 schools put in a grant application. IBE does not have funding for all the schools. IBE and the WDC has been working to find additional funding, so schools do not have to be turned away. As of yesterday, IBE and the WDC had raised \$80,000 to fund all the schools. Several employers stepped up to fund school grants. Next week, Ms. Solace will present to the ITC Board of Directors on this project. ITC is interested in taking the process of fundraising on. Ms. Solace is going to talk with them about how to get employers to buy-in to the program and get Idaho up to the 200-school mark. Right now, IBE is setting up a drop-page so that interested employers can be directed to information. Ms. Solace is working on a flyer that has all the information on it. She will send it to the Council once it is done.

It is amazing to see all the partners come together to close a \$60,000 gap for the first round of grants. Thank you to IBE, INL, and STEM for their donations.

Good Jobs Challenge

The WDC has collected over 40 letters of support for the Good Jobs Challenge grant application. All the major industry associations and government agency partners sent in letters. The grant proposal will be submitted tonight.

September Council Meeting

The WDC has an opportunity to hold the September Council Meeting in Lewiston. The CTE Connect conference is going on at the same time. LCSC is willing to host the WDC and provide an opportunity for the WDC to see the new CTE facility that used WDTF funds. This would be an in-person meeting.

The Committee is in support of doing the meeting in Lewiston. The March meeting will be virtual.

Workforce Board Training

This item will be moved to next month's meeting agenda.

Executive Committee Open Discussion

Press Releases

One of the things the WDC has been tasked with is putting together an informational website for all the council members. Ms. Solace and Ms. Secrist are working on creating a list of projects that are funded in North Idaho to increase visibility on what the Council is doing. The WDC can be a lot more visible to Idaho.

Once a batch of grants is approved by the Council, the WDC staff puts out a press release on those projects. Sometimes the stories get picked up. Ms. Solace will send out a list of press mentions to the Committee.

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It would be helpful for the Council members to be made aware when a press release goes out from the WDC. The Council members want to have the resources themselves.

The WDC has a project in front of the Outreach Committee that will solve a lot of the problem. This project will allow for anyone who is interested in the WDC's projects to subscribe to interests and get emails any time something comes out from that interest (e.g., press releases). This site will also house collateral material for the Council members. This will be available to any partners, not just council members.

It would be nice to communicate more opportunities for Council members to help. The WDC staff needs to let council members know if there are specific areas where they can contribute.

Everyday, Ms. Nielebeck does a media roundup for Ms. Secrist and Ms. Solace. Does the Committee want to be included in the emails?

- The Committee would like to be included on these emails.

The WDC is doing great things and it is important for all of Idaho to know about our projects.

Motion by Ms. Leonard to adjourn. Second by Mr. Maloney. Motion carried.
Adjourned at 3:28 p.m.