

# Outreach Committee Project Proposal

---

Applicant	Matthew Thomsen
Applicant ID	APP-000187
Company Name	WDC
Recipient Address	WDC 317 w. Main St. Boise, Id 83735
Email	thomsenmatt@gmail.com
Funding Requested	\$30,300.00
Status	Submitted
Funded	<input type="checkbox"/>

## Contact

---

**Question:** Entity name

Idaho Workforce Development Council

**Question:** "Doing business as" (If applicable)

Not Answered

**Question:** Federal Tax ID Number

\*\*\*

**Question:** Street address

317 w. Main St.

**Question:** PO Box (If applicable)

317 w. Main St.

**Question:** City

Boise

**Question:** State

Id

**Question:** Zip Code

83735

**Question:** Entity website

[wdc.idaho.gov](http://wdc.idaho.gov)

**Question:** Last name

Thomsen

**Question:** First name

Matthew

**Question:** Email address

matthew.thomsen@wdc.idaho.gov

**Question:** Contact phone

208-488-7562

## Project Information

---

**Question:** Project title

Statewide Economic Development Partner Outreach and Workforce Summit

**Question:** Project manager first name

Matthew

**Question:** Project manager last name

Thomsen

## Project Description

---

**Question:** Project description

The Idaho Department of Commerce funds a Rural Idaho Economic Development Professional Grant Programs with the goal of building economic development capacity in rural Idaho. To accomplish this, state funds are appropriated to 18 different rural areas throughout Idaho to help employ full-time Economic Development Professionals or EDPROS who, with a board of directors, manage locally-directed economic development programs.

The EDPROS work on business attraction, retention, expansion, and diversification projects in partnership with the Department of Commerce to achieve the economic development goals of both the rural area and the Department. Economic Development Project include any project that develops new or expands existing businesses, helps a business enhance its productivity, creates new jobs, saves existing jobs, adds value to the state and local tax base, or positions a community to create any of the above.

The intent of the proposed outreach project is to educate the 18 EDPROS, the 5 Economic Development District partners and other economic development partners in Idaho on the resources, policies, practices and priorities surrounding workforce development that are supported by the Idaho Workforce Development Council and its partners. The project will include three summits on workforce development, development and disbursement of outreach materials for each summit, follow up on action items from each summit, and the development of a SharePoint based site to use as a communication and informational outlet between state agencies, the EDPROS, and other partners who see value in the resource. The site will include resources and opportunities for two-way communication of information between partners.

The summits will be hosted by the Idaho Workforce Development Council staff. Partner will include the Department of Commerce, the Idaho Department of Labor, and Career and Technical Education. There will be a total of three events. The first and third event will be timed to take place in September so it aligns with the 2019 and 2020 Governor's Summit in Boise. The day long event will provide instruction on the resources, policies, practices and priorities surrounding workforce development. Attendees will also be invited to attend the Governor's Summit which will take place the following day. The second event will be planned around the Idaho Economic Development Associations Spring Conference in 2020.

**Question:** Campaign timeline

March 2019 - Build SharePoint Site

April 2019 - Send regional workforce development information to economic development partners

May 2019 - Send Summit Save the Date

July/August 2019 - Send summit invite

September 2019 - Host Workforce Development Summit

January 2020 - Follow up on Summit action items

March 2020 - Host Spring Workforce Development Summit

July 2020 - Follow up on Summit Action Items

September 2020 - Host Fall Workforce Development Summit

January 2021 - Survey and Outcome report out

All funds reimbursed by December 2020.

---

## Organizational Capacity Resume

**Question:** Please attach an organizational resume that demonstrates your organization's capacity to complete this project.

[WDC At-a-Glance.pdf](#) (2/22/2019 12:00 PM)

**Question:** Please attach a resume or bio for the named project person.

[Business Partnership MGT Resume.docx](#) (2/22/2019 2:23 PM)

## Budget

---

A project budget will need to be uploaded as part of the application process. Please click on the link to the Outreach Committee Project Proposal Budget. There will be an option to download the budget template. Please complete the template and upload to the appropriate question in this section.

### [Budget Sheet](#)

**Question:** Budget

[Statewide Economic Development Partner Outreach and Workforce Summit Budget.xlsx](#) (2/27/2019 3:35 PM)

**Question:** Budget notes

Funding will be used to help with costs for the facility, food, travel and lodging for EDPROS and presenters.

## Outcomes

---

**Question:** Entity responsible for tracking and reporting

WDC

**Question:** What is the potential for increasing the awareness of careers for Idahoans?

The intent of this project is to educate and empower economic development procession throughout Idaho with knowledge that will help drive workforce development activities in their areas.

**Question:** What is the anticipated reach of the project?

This is a statewide project that is intended to reach economic development professions in large and small communities.

**Question:** What are the anticipated project outcomes?

Increase in the awareness of programs available to assist with workforce development training projects in secondary and post-secondary education.

Increased participation in workforce development training project in secondary and post-secondary education.

Increase in the use of workforce development training funds used in all areas of Idaho.

**Question:** What metrics and or reports will be delivered to the committee, and when?

The committee will receive quarterly reports on the numbers of workforce development initiatives, projects, grants and other appropriate activities that are conducted by the EDPROS and Economic Development Districts. The EDPROS currently send Commerce monthly reports. We will work with Commerce to get these reports and utilize the SharePoint site to gather information on activities.

## Outreach Committee Project Proposal Budget

Description	Amount/Value	Source
<b>Fall 2019 Event</b>		
Meeting Room	\$500.00	WDC Outreach Funds
Hotel	\$3,600.00	WDC Outreach Funds
Travel-Reimburse Rural EDPROS for Trave and Hotel	\$3,000.00	WDC Outreach Funds
Catering	\$2,000.00	WDC Outreach Funds
<b>Spring 2020 Event</b>		
Meeting Room	\$500.00	WDC Outreach Funds
Hotel	\$3,600.00	WDC Outreach Funds
Travel-Reimburse Rural EDPROS for Trave and Hotel	\$3,000.00	WDC Outreach Funds
Catering	\$2,000.00	WDC Outreach Funds
<b>Fall 2020 Event</b>		
Meeting Room	\$500.00	WDC Outreach Funds
Hotel	\$3,600.00	WDC Outreach Funds
Travel-Reimburse Rural EDPROS for Trave and Hotel	\$3,000.00	WDC Outreach Funds
Catering	\$2,000.00	WDC Outreach Funds
Presenter Travel Cost	\$3,000.00	WDC Outreach Funds
<b>Workforce Development Council Match</b>		
SharePoint Site Development	\$1,280.00	WDC
Ongoing SharePoint Site Support	\$1,280.00	WDC
Event Preparation	\$3,840.00	WDC
Hosting Event	\$1,536.00	WDC

**PLEASE COMPLETE**

Totals	
In-Kind	\$7,936.00
Match	
Grant Request	\$30,300.00
Total Project budget	\$38,236.00

## **MATTHEW M. THOMSEN**

2943 W. Joust St. \* Meridian, ID 83646\*208.420.8637\*Thomsenmatt@Gmail.com

---

### **SUMMARY OF QUALIFICATIONS**

- Recognized for exceptional leadership skills and the energy and drive to motivate an business to exceed its organizational goals.
- Possess a passion for creating training models, implementing curriculums, and evaluating program effectiveness.
- Highly proficient at program oversight and managing staff performance and development.
- Experienced in developing and implementing operational processes to ensure a lasting impact within an organization.
- Proven ability to lead and coordinate needs of multiple programs while guiding a successful team to exceed expected goals.
- Identified by my organization as being instrumental in building statewide processes and leading projects to improve training, workforce development, customer service, budgets, and program effectiveness.
- Considered to be detail-oriented, organized and able to thrive in a stressful work environment.

### **PROFESSIONAL PROJECT MANAGEMENT ACCOMPLISHMENTS**

#### ***Project Management (2008 to Present)***

Idaho Department of Labor • Pocatello/Boise, ID

- ***LEAN Youth Project Lead:*** Utilized Design Thinking and LEAN principles to lead State-wide team to create ways to connect unemployed and unskilled youth to employment. Developed relationships with community partners by leveraging internal and external partnerships. Identified process to impact ways youth could be reached and connected to employment opportunities.
- ***Technical Support Supervisor Project Lead:*** Ensured consistency and quality in customer support for unemployment insurance program. Developed process on State-wide level to provide on-going technical support to unemployment insurance staff and customers.
- ***Intelligent Contact Management (ICM) Phone System Team Lead:*** Improved phone schedule and customer service State-wide by facilitating team meetings and leading statewide trainings.
- ***Microsoft Lync Communications Team:*** Assisted with transition to new phone and communications system on a State-wide level.
- ***Unemployment Insurance Redesign Team:*** Participated in restructure of State-wide process and delivery of customer service for those collecting unemployment insurance.
- ***EPIC Team:*** Provide ongoing technical assistance for transition to SharePoint software including site development and technical training for Eastern and Southeast Idaho.

### **RELATED PROFESSIONAL EXPERIENCE**

#### ***Business Partnership Manager (2018-Present)***

Idaho Workforce Development Council • Boise, ID.

- Work with partners throughout Idaho on executing the Workforce Development Council's workforce development strategies for the state.
- Partner with government agencies on workforce related initiative.
- Assist and advise customers with application for Workforce Development Training Funds
- Provide support to the Workforce Development Council and various committees under the Council.

#### ***Regional Business Specialist (2016-Present)***

Idaho Department of Labor • Boise/Meridian, ID.

#### ***Sectors: Technology and Aerospace***

- Analyzes and interprets state and federal regulations and guidelines to determine impact on program operations
- Create workforce solutions by developing, coordinating, and implementing programs in collaboration with business and education
- Develop and manage contracts for workforce development training funds and registered apprenticeships
- Participate on regional workforce development initiatives and various committees
- Advise and assist businesses with training, recruiting, and funding

- Experienced in interpreting, developing and presenting information on laws and regulations using multiple methods and platforms.

***Regional Supervisor • Employment Services (2014-2016)***

Idaho Department of Labor • Boise/Meridian, ID.

**General Functions**

- Supervise employment services program and staff for Boise and Meridian local offices. Manage multiple projects and assignments simultaneously. Promote excellent service delivery to customers. Responsible for hiring, training and managing staff.
- Assess business needs to aid in economic development for region. Develop relationships with employers and agencies. Work closely with communication department to market services.
- Create atmosphere for interoffice relationship / team building and interoffice collaboration.
- Knowledgeable in developing and recommending policies, resolving issues and recommending solutions on local office and statewide level.
- Experienced in interpreting, developing and presenting information on laws and regulations using multiple methods and platforms.

**Recent Accomplishments**

- Managed multiple programs efficiently and successfully to better assist customers by reorganizing staff responsibilities on regional level.
- Developed current statewide process for providing technical support to unemployment insurance staff.
- Effectively trained and supported employers in Treasure Valley with new software used for connecting employer to qualified candidates.
- Promoted to Regional Business Specialist in October 2016.

***Supervisor • Employment Services and Unemployment Insurance (2007 to 2014)***

Idaho Department of Labor • Pocatello, ID.

**PROFESSIONAL CERTIFICATIONS**

***Workplace Excellence Master Trainer (2016)***

- Facilitate Workplace Excellence (WPE) workshops to job seekers and/or incumbent workers inside and/or outside their organization, including for-profit training providers.
- Facilitate the personalization and application of lessons learned in the WPE workshop with attendees one-on-one, including case managers, employment specialists, supervisors, managers, HR, administrative and clerical staff, job developers, and others.
- Facilitate the integration of the WPE Series into their organization/company, help everyone build their workplace skills, and support facilitators, coaches and in-house master trainers.

***Certified Public Manager Program (2013)***

Boise State University

Boise, ID

- Nationally recognized comprehensive management development certificate program.
  - The CPM competencies consist of a broad range of management practices. Communication, organizational management, and principals of financial responsibility as well as effective change management. System thinking is introduced within the CPM program to emphasize the importance of broad open system management within organization. The program also places importance on personal development and change leadership.
  - Course Content: Personal and Organization Integrity, Managing Work, Leading People, Developing Self, Systems Integration, Public Service Focus, Change Leadership

***Certified Global Career Development Facilitator (2011)***

National Career Development Association

- Program designed to help individuals meet career goals by providing career guidance.



**AWARDS**

*Director's Award for Exceptional Service and Dedication* (2013)  
Presented by Director Roger Madsen, Idaho Department of Labor  
Pocatello, ID

**EDUCATION**

*Bachelor of Science in Political Science*  
Idaho State University  
Pocatello, ID

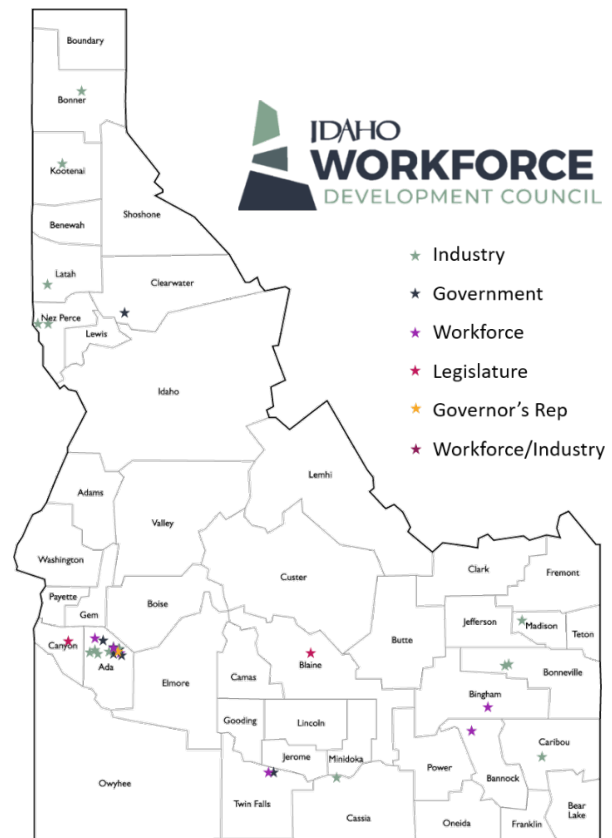
## The Council's Role

To champion the development and implementation of a statewide, strategic workforce development plan that meets industries' needs today and tomorrow.

## Council Make-up

36 members from throughout Idaho

- 17 Employer representatives
  - 5 Advanced Manufacturing
  - 2 Aerospace
  - 2 Energy
  - 2 Healthcare
  - 2 Finance
  - 2 Technology
  - 1 Construction
  - 1 Transportation
- 10 Government representatives
- 6 Workforce representatives



## Workforce Development Training Fund Programs

The council awards grants to reimburse approved training costs to eligible applicants that are bringing jobs to Idaho, adding jobs through expansion and/or retraining existing workers.

- **Employer Grant:** Awarded to a company to reimburse workforce development training costs.
- **Industry Sector Grants:** Granted to a consortium who has identified a training solution to alleviate an industry specific skill gaps.
- **Innovation Grants:** Designed to fund projects serving youth or adults and benefiting localized and/or rural efforts.

The council also strategically sponsors **Outreach Projects** that provide public information and outreach on career education and workforce training opportunities, including existing education and training programs and services not funded by the training fund.