

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, May 12, 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, Wendi Secrist, Matthew Thomsen, Caty Solace, Stacy James, Amanda Ames, Courtney Grubbs, Jeffrey Bacon

Guests:

Call to Order at 2:02 p.m.

Roll Call – Quorum met

Review Agenda – No changes to the agenda.

Review March 4 and 10, 2022 Meeting Minutes

Motion by Mr. Young to approve the March 4 and 10, 2022 Meeting Minutes as written. Second by Ms. Griffin. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL FY22 Operating Budget - April 30, 2022													
STATE EXPENDITURE CATEGORY	WDTF Cash Balance 4/1/2022	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	\$ 330,470	\$ 72,630	\$ 98,800	\$ 85,297	\$ 13,503	\$ 82,500	\$ 68,930	\$ 13,570	\$ 584,400	\$ 484,697	83%	\$ 99,703
PERSONNEL	\$ 403,100	\$ 330,470	\$ 72,630	\$ 98,800	\$ 85,297	\$ 13,503	\$ 82,500	\$ 68,930	\$ 13,570	\$ 584,400	\$ 484,697	83%	\$ 99,703
Administrative Services & Supplies	\$ 6,000	\$ 2,071	\$ 3,929	\$ 1,000	\$ 170	\$ 830	\$ 440	\$ 16	\$ 424	\$ 7,440	\$ 2,256	30%	\$ 5,184
Communication Costs	7,500	9,130	(1,630)	-	-	-	360	300	60	7,860	9,430	120%	(1,570)
Computer Services & Supplies	26,500	17,105	9,395	-	-	-	300	613	(313)	26,800	17,718	66%	9,082
Employee Development, Memberships & Subscriptions	7,500	9,587	(2,087)	17,575	13,391	4,184	1,000	-	1,000	26,075	22,978	88%	3,097
Employee Travel Costs	14,900	8,197	6,703	-	1,078	(1,078)	1,500	-	1,500	16,400	9,275	57%	7,125
Contracts, Events, & Other Council Activities	528,500	297,166	231,334	31,425	15,340	16,085	26,400	-	26,400	586,325	312,506	53%	273,819
Rentals & Operating Leases	8,500	6,898	1,602	-	-	-	-	-	-	8,500	6,898	81%	1,602
Government Overhead & Insurance	3,000	183	2,817	-	-	-	-	-	-	3,000	183	6%	2,817
OPERATING	\$ 602,400	\$ 350,337	\$ 252,063	\$ 50,000	\$ 29,979	\$ 20,021	\$ 30,000	\$ 928	\$ 29,072	\$ 682,400	\$ 381,245	56%	\$ 301,155
Grand Total	\$ 1,005,500	\$ 680,807	\$ 324,693	\$ 148,800	\$ 115,277	\$ 33,523	\$ 112,500	\$ 69,858	\$ 42,642	\$ 1,266,800	\$ 865,942	68%	\$ 400,858
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	\$ 3,532,371	\$ 8,217,629				\$ 636,500	\$ 603,368	\$ 33,132				

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WDTF Financial Summary - April 2022	
WDTF Cash Balance 4/1/2022	\$ 14,324,988
Revenue	242,610
Interest	5,000
Payments	599,180
WDTF Cash Balance 4/30/2022	\$ 13,973,418
Obligated Employer Grants	\$ 1,803,508
Obligated Industry Sector Grants	5,161,189
Obligated Innovation Grants	1,054,796
*Obligated Outreach Projects & Allocated Budget	561,298
**Short Term Financial Assistance Program	2,827,569
FY22 WDTF Admin Costs	350,337
Obligated Balance	\$ 11,758,698
Unobligated Balance	\$ 2,214,720
Proposals Under Review	804,021
Unobligated Balance if all funded	\$ 1,410,699

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

**Includes all Launch funding made available for FY22.

WDTF Revenue	Transfer In	Interest	Collection Cost
July	\$ 232,883	\$ 3,453	\$ -
August	779,173	3,331	-
September	5,115	3,430	-
October	-	4,040	-
November	865,303	4,170	57,072
December	15,741	3,660	-
January	187,079	3,632	-
February	532,462	3,582	13,178
March	12,533	3,798	-
April	242,610	5,000	-
May			
June			
FY22 Totals	\$ 2,872,899	\$ 38,095	\$ 70,249

Discussion:

Ms. Secrist anticipates another \$700,000 coming into the WDTF by the end of the year. The staff is fairly confident that the \$799,000 grant being reviewed today will be able to utilize ARPA funding. Using the ARPA funds would not take away from the WDTF unobligated balance. NIC has an approved grant that might be able to use ARPA funding as well.

Review Staff Recommendations for ARPA Allocations

Ms. Secrist reviewed the ARPA Allocations recommendation. Please see attached document.

Discussion:

Is there any concern with subsidizing two industries that would benefit from a dedicated TPM Manager over all other industries in Idaho?

- These two industries have jumped in and are working to utilize TPM to change the way Idaho does workforce development. This does not close the door in the future for other organizations to receiving funding. Many other industries are not as far along in the TPM process. Without this additional support, TPM is at a point where it will just stop with these associations.
- The Committee is in support of considering more than just six regional positions.

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**Motion by Mr. Young to recommend approval of the ARPA Allocations as presented to the Full Council.
Second by Mr. Kolb. Motion carried.**

Discuss Process to Approve TPM Project Manager Applications

The applications have been open since mid-April.

Ms. Secrist and Mr. Thomsen hosted a Q&A session for interested applicants to answer any questions they had. One question that came up during the sessions is if one entity from each region should apply for the funds or if multiple should apply. The WDC strongly recommended the entities work together to select one entity to apply for the funds. It seems most of the regions are going in this direction.

Ms. Secrist reviewed the TPM initiative graphic. Please see attached document.

Mr. Young has agreed to chair the committee to help review the TPM applications. The other members would be:

- Jake Reynolds, Idaho Commerce
- Matthew Thomsen, WDC
- Alex Labeau, IACI
- Clay Long, IDCTE

The TPM Committee will have one meeting to go through the proposals and make a recommendation to the Executive Committee on who should receive the funding. This follows the normal grant process. Is this something that the Committee feels should go to the Full Council?

- This is something that should be approved by the Executive Committee. The decision-making process will be very transparent to the whole council. This is the exact same process as Grant Review Committee.
- It would be helpful to include in the packets a description of the whole decision process. Everyone will then be able to see the time and effort that was put into the decisions.

The Executive Committee would like to move forward with approving the TPM Committee's recommendations in June.

Boise State University – Industry Sector Grant

Boise State University is requesting grant funds to support a Resort Operations and Hospitality Management program that will offer a certificate option and a Bachelor of Business Administration option. BSU has support from 6 industry partners with 2 partners providing a \$5000 cash match. The ROHM certificate will be between 17-19 credits and will be delivered online making it available anywhere. The initial courses in the programs prepare students for the day-to-day operations within a business. The more advanced coursework provides students with the opportunity to engage in management-level planning, leading, and problem solving. A key to

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the program is that the academic skills are combined with experiential learning opportunities via internships. BSU anticipates serving 280 participants with 238 completing during the three years of the grant.

WDTF Request: \$779,023.00

Discussion:

Are the funds being used to create curriculum?

- About 40% is going towards curriculum creation, 16% to fringe, some going to travel, equipment, training materials, etc.

Is this sort of certification offered through any other Idaho education institution?

- There are other programs, but they are not offered online or at such a fast pace.

There is great accessibility to more rural populations.

Motion by to Ms. Griffin approve the Boise State University Industry Sector Grant in the full amount of \$779,023. Second by Mr. Kolb. Motion carried.

Idaho Department of Corrections – Innovation Grant

The Idaho Department of Correction (IDOC) is developing a vocational education program for the Pocatello Women's Correctional Center. The Innovation Grant is a key funding source necessary to facilitate training for current staff to become a Master Trainer through the (NCCER) National Center for Construction Education and Research program. Additionally, this grant will allow IDOC to provide the necessary curriculum and tools to include registration, travel, and housing at the designated training location.

The Idaho Department of Correction currently has Vocational Construction courses established in three men's facilities. IDOC's goal is to be capable of offering those same opportunities to our female residents. The Innovation Grant is a key funding source necessary to facilitate required training for one current staff to become a certified Master Trainer through the National Center of Construction Education and Research (NCCER) program. Additionally, this grant will allow IDOC to provide the necessary curriculum, hand and power tools, and funding needed for course fees and travel expenses at the designated training location.

WDTF Request: \$24,997.68

Motion by Ms. Leonard to approve the Idaho Department of Corrections Innovation Grant in the full amount of \$24,997.68. Second by Ms. Griffin. Motion carried.

June 8 Council Meeting Agenda Discussion

The next council meeting is on June 8. Ms. Secrist reviewed a draft of agenda items. Please see attached document.

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The Committee is in support of Ms. Secrist putting together an agenda with the items presented.

June 9 Executive Committee

Executive Committee is currently scheduled for June 9. Does the Committee want to keep the meeting on June 9 or try to meet in-person on June 7?

- The 7th is the IACI Annual Conference.
- AFL-CIO's Conference is the same week.
- The Committee would like to move the meeting to the afternoon of June 7.

Executive Director's Report

The WDC staff will be moving to the Capitol Annex. University of Idaho is donating a bunch of furniture to us so we will have minimal furniture expenses. The WDC will have to pay Correctional Industries to move the furniture.

The Idaho Launch survey is now closed. The survey received 1,875 responses. The last survey received about 845. The WDC is excited to look at the data and see what feedback was received. This is going to help us to more targeted marketing to Idahoans specific to the skills and program employers are looking for. This survey will also help determine if the courses being offered through Launch are aligned with the skills employers are seeking.

The Child Care Committee met for the first time and had an extremely productive meeting. There is a great level of engagement and passion amongst the individuals on the committee. The Committee's focus is getting the policy ready for review by the Council on June 8. They are utilizing lots of information from programs that already exist in other states.

Executive Committee Open Discussion

There was an article that discussed the housing market and had an analysis of how overpriced certain areas are. Idaho is 73% overpriced.

Mr. Young sits on the advisory committee for the NIC workforce training center and they just had their annual meeting. At the meeting, a 4-page handout was provided on Launch and how it is supporting all of NIC's programs. NIC is going to be using Launch to support their new apprenticeship programs.

Next week, Ms. Hoehne is presenting to the SHRM State Council. She is working hard to get SHRM and the HR community to increase their knowledge of workforce development. The SHRM State Council is interested in talking to the WDC about what the WDC is, how they can increase their competency around workforce in HR, how SHRM can support an HR apprenticeship, etc. This is just a small piece to a much larger puzzle.

Ms. Hoehne is also exploring how WinCo might be able to turn their manager apprenticeship program into a registered apprenticeship.

What is the Committee's thoughts on the skills-based hiring initiatives being implemented at the national level?

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- Is this something the WDC should discuss with the Governor's Office and determine if an effort in Idaho needs to be started around this initiative?
- Idaho Power is looking at their requirements from an inclusive perspective by having more degree equivalency requirements. There should be multiple pathways to a career. This might be a more reasonable approach to the broader issue.
- It is important to connect what colleges and universities are teaching to work.
- The Committee may want to discuss a similar topic at the September council meeting but will revisit this topic at a later Committee meeting.

Motion by Mr. Kolb. Second by Ms. Griffin. Motion carried.

Adjourned at 3:33 p.m.

DRAFT