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Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

514 W. Jefferson, Boise, Idaho 83720

### **Child Care Expansion Grant Review Meeting Minutes**

**Date:** Friday, August 26, 2022

**Time:** 3:00 PM - 5:00 PM

**Committee Members:** Sarah Griffin, ~~Emily Allen~~, ~~Beth Oppenheimer~~, Erika Rupp, Anna Almerico, Ben Davidson, Caroline Merritt, Renee Bade, Martin Balben (proxy for Beth Oppenheimer)

**Staff:** Paige Nielebeck, Rebecca Watson, Cassie Mansour, Wendi Secrist, Amanda Ames, Sam Emery

**Guests:** Tana Vanderholm, Jennifer Stoneman

**Called to order at 3:03 p.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**Review August 12, 2022 Meeting Minutes**

**Motion by Mr. Davidson to approve the August 12, 2022 meeting minutes as written. Second by Ms. Rupp. Motion carried.**

**\*Child Care Expansion Grant Policy Update**

Ms. Secrist reviewed the updates to the Child Care Expansion Grant Policy. Please see attached document.

Discussion:

Up to 50% makes sense. That allows for wiggle room if the amount was less than 50%. It does not seem necessary to put a dollar amount.

**Motion by Ms. Bade to recommend approval of the changes to the Child Care Expansion Grant policy as presented to the full council. Second by Mr. Davidson. Motion carried.**

**\*Child Care Expansion Grant Application Review**

46 applications were submitted. Ms. Ames and Ms. Mansour were able to identify the complete applications and send them out to the Committee. There are some that they will need to go back to the

grantee and ask for additional information or to reformat some information. The Committee was sent 6 applications to review.

With the program being new, the Committee may find some needs for changes in processes and policies.

The Committee needs to think about how awards are going to be recommended. There is \$28 million in request and the WDC has \$15 million in funding. There are two other application deadlines the WDC committee to. \$4 million of the \$15 million has been dedicated to small providers.

Discussion:

The scoring rubric is going to be critical in reviewing the applications. It makes the most sense to review and score all the applications before decisions are made.

Is the Committee able to go back and ask additional clarifying questions or is the application the final submission?

- The Committee can go back and ask any questions. We can also recommend something pending additional information or a change.

The funding could be split between the three deadlines. The Committee would still have to make sure to separate out the funding for the small providers.

Ms. Ames anticipates seeing quite a few more applications in October.

There are a few applications that are asking for a larger amount of funding. With these applications, the Committee could decide to fund part of the project and then come back and fund the rest of the project if any of the \$4 million is left over.

It would be helpful to see the first round of applications all together rather than in small batches.

- That will take some time. Many of the applicants need to provide additional information for the application to be complete. It will take a lot of time to get through 46 applications.
- Maybe individuals who do not submit everything in the application right away get moved to the next submission date.
  - It is hard to find a 100% complete application. Sometimes it is as simple as a clarifying question and others need more hand holding through the whole process.
  - A lot of employers are apprehensive to sign an MOU or anything with the provider. That is a hindrance that is out of the applicant's hands.
  - If the budget is not sufficient to show the Committee, then those applications should be postponed until they are ready.
  - It is important to ensure the Committee is not making guidelines that rule out small providers who may not have as much capacity as the larger providers.

Maybe the Committee could take into consideration how ready the project is to get off the ground (e.g., needing playground equipment vs. full construction project).

Ms. Mansour can work on putting the applications into different groups. Separate out the ones who need help with the budget and let them know they are being moved to October and we will help them. Then the WDC staff can look at the applications and prioritize them for the Committee to review.

### **Little Me with Daycare LLC**

Little Me needs to increase their capacity from 6 kids to 12 kids. They would like to create a room for infants.

#### Discussion:

There is improvement to their existing building but there is no employer partnership.

The Committee would like more explanation of the employer partnership.

### **Lost Rivers Medical**

Lost Rivers Medical Center was able to renovate existing space within the facility consisting of a storage room, office/snack area, bathroom and main play area; and a grassy area which was fenced in between wings of the facility in order to offer trial/limited childcare for employees starting May 2, 2022. The grassy area is approximately 1,000 square feet and the childcare area is 712 square feet. Modifications were made by the LRMC Maintenance Department. To date a total of \$6,900 has been spent by LRMC to furnish and purchase needed childcare equipment and supplies. \$3,780.00 was spent on contract labor to install the play area fencing. A total of \$1,170 has been collected as income from employees utilizing the childcare facility. \$15 per child is collected per day which is below the average spend per child for childcare in Idaho according to the Idaho Childcare Program LRM for Butte and Custer counties. Child Care Providers at LRMC are competitively paid and offered benefits. The 3 full time, and 1 PRN childcare providers earned certifications in CPR and First aid. LRMC paid for and will continue to pay to certify and recertify these and future childcare providers. LRMC is in compliance with all state and local regulations and licensing requirements. All policies for the childcare facility have been submitted and approved by the LRMC Board of Trustees.

Plans for building the LRMC Child Care Center have been drawn which consist of 1,575 square feet with a 1600 square foot grassy, fenced in play area which meets the Idaho licensing requirements. Building costs will be \$300,000. The design and permit costs to build are \$5000. The total market value of this property is \$23,000 which is a donation by LRMC as part of the 50% match. Site prep, power, sewer tap fee, water, and propane set up will be \$100,000. Lawn, landscaping and sprinklers will be \$10,000. Fencing will be \$8000. Contingency and unknown increases are also a factor. LRMC will continue to provide breakfast, morning snack, lunch, and two afternoon snacks following the USDA guidelines and Dietician approved through Healthcare Service Group which is employed by LRMC. These meals and snacks will be transported by staff at LRMC. The cost is \$1.00 per snack and \$3.50 per meal.

As the childcare gap provided in your Child Care Expansion white paper shows the highest need being in Butte and Custer counties, the need is extremely high for our area. Retention of critical care staff, especially, relies heavily on LRMC's ability to provide quality childcare to employees. Surveys were sent out to employees and the turn away rate being an average of 4 children consistently in our current childcare space back up the data you provided. We have sufficient need to expand our childcare to serve 24 children, and with that we are asking your council for \$360,000. We have sufficient funds to cover the 50% required match to receive this grant.

#### Discussion:

This is an area of extremely high need. This is a very good application.

Did they confirm the 50% match?

- They confirmed the match with the land donation.
- They include a \$98,000 in donations and contributions that they did not include in match. Is that considered match? If not, then what is on the spreadsheet does not add up to 50%.
  - The \$98,000 is included in the match. It is a mistake on their budget sheet.
- Is there a weight to in-kind versus cash match?
  - From experience with other grants the WDC administers, there is no preference on cash. It really depends on the project and provider.

Lost Rivers has room to grow and that may increase the number of days it is open as they get grounded in their business.

Does the WDC ask for the fee schedule in the application?

- No, but that might be useful to look at.
- It might be helpful for Lost Rivers to meet with another hospital that already has an established program. They should be introduced to St. Luke's and St. Al's.

Is this going to be run as a non-profit entity or fold into their larger operation?

- It will be folded into their larger operation.

*It would be helpful to have examples on the hours of operations to show where each entity might fall (e.g., a 3 is a provider that offers 24/7 care).*

*The WDC staff is able to pull data on the average pay for childcare in the area. This is something that can be added to the checklist.*

### **Mother to Mother**

Mother to Mother is wanting to create an outdoor deck area to allow for capacity to increase by 5 children.

Discussion:

This is a family provider that can serve 6. She currently only has one. Building the deck and play area would be needed to her to be able to open the center for more kids.

Her licensing would not be held because of that component. She also does not have a business partner. The letter she has does not fully check the box. It does not indicate any type of partnership.

She is not registered with the secretary of state.

- She is self-employed so you do not have to register with the secretary of state. For these small providers they may not be registered with the secretary of state.
- Does the entity have to be registered with the secretary of state to qualify?
  - It seems in the application that it is required.
  - The WDC Staff will look into this and get it clarified.
  - To register in SAM you have to have an EIN.
  - The WDC is used to entities that have those things but not all childcare providers may be registered.

The Committee would like to decline this application due to a lack of employer partnership.

### **Pocatello Valley Educators**

Currently Pocatello Valley Educators serves approximately 110 (both full time and part time) children in their childcare program located at the Pocatello Valley Montessori School at 240 E. Maple, Pocatello, ID. This is their eighth year in operation and pride themselves on running a quality childcare program. They currently have one classroom serving 18 months-3 years old, 4 classrooms for 3–5-year-old, and one after school classroom. Their current programs have no open seats and have a large waitlist for each program. The facility is an 18,000 square foot building on 2.1 acres. They would like to work on remodeling the existing spaces within their building, adding on to the building and/or placing modular classrooms at the same location to expand their program. This grant would help them fund the construction and remodel expense so they can provide these needed services. The expansion would add 72 new seats to their current program.

Discussion:

Mr. Davidson recuses himself from the discussion.

*The Committee would like the eligibility question on the rubric to be a yes or no answer.*

This was a good application and Pocatello Valley Educators worked through COVID. It was not clearly articulated who is going to be in charge of what parts of the project, but they do indicate they have staff capacity.

It was not clear what their rates for the Montessori are.

- <https://www.pocatellovalleymontessori.org/tuition-and-fees>
- Montessori entities do tend to attract more affluent individuals than low-income childcare. The provider may have a higher fee structure than other providers.

*The WDC staff will take the feedback from the above discussion and make some adjustments to the checklists that are sent out to the Committee. Ideally the Committee will take the full group of applicants and decide how much to allocate up front.*

*A smart sheet might be a good way to have everyone do their scores. Ms. Secrist will have to look into it since the WDC is subject to open meeting law. A survey monkey might be easier to do this. It would be helpful to automate some of the scoring. It is helpful to have the discussion during the meeting around the scores because there are people who have expertise in these areas. It would be good to have a couple more meetings and find a rhythm.*

**Motion by Ms. Rupp to adjourn. Second by Mr. Balben. Motion carried.**

**Meeting adjourned at 4:58 p.m.**