

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**John Young**  
Vice Chair

## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

**Date:** Wednesday, June 8, 2022  
**Time:** 8:30 a.m. – 4:30 p.m. Mountain  
**Location:** State of Idaho Chinden Campus Conference Center  
11351 W. Chinden Blvd.  
Building 6  
Boise, ID 83714

### WORKFORCE DEVELOPMENT COUNCIL AGENDA

\*Action Required

8:30 – 8:45 am	Welcome	Deni Hoehne, Chair
	<ul style="list-style-type: none"><li>• Roll Call &amp; Introductions</li><li>• *Review/Approve Agenda</li><li>• *Approve Minutes from March 16, 2022 Meeting</li></ul>	
8:45 – 9:30 am	Youth Apprenticeship Update	Maureen O'Toole, Idaho Business for Education
9:30 – 10:00 am	Digital Inclusion Study	Amelia Valasek, Idaho Commission for Libraries
10:00 – 10:15 am	Break	
10:15 – 11:15 am	Budget Items	
	<ul style="list-style-type: none"><li>• Budget Update</li><li>• *FY23 Operating Budget</li><li>• *Outreach Funding</li><li>• *Leading Idaho Workforce Training Allocations</li><li>• *Local Area Set-Asides &amp; Transfer from Dislocated Worker to Adult</li></ul>	Wendi Secrist Wendi Secrist John Young, Outreach Committee Chair Wendi Secrist Wendi Secrist
11:15 – 12:00 pm	Policy Committee	
	<ul style="list-style-type: none"><li>• Idaho Launch Update</li><li>• *ARPA Addendum for Launch</li><li>• *Launch Budget Request</li></ul>	Caty Solace Hope Morrow, Policy Committee Chair Hope Morrow, Policy Committee Chair

12:00 – 1:00 pm	Lunch & Breakout Discussions	
1:00 – 1:30 pm	*Child Care Grant Policy	Sarah Griffin, Child Care Committee Chair
1:30 – 2:00 pm	One-Stop Committee <ul style="list-style-type: none"> <li>• *Updates to Youth Incentives</li> <li>• *AJC Certification Policy</li> <li>• *Designation of Local Workforce Development Areas Policy</li> </ul>	Jane Donnellan, One-Stop Committee Chair
2:00 – 3:00 pm	Chair’s Report Executive Director Report <ul style="list-style-type: none"> <li>• CNA Study</li> <li>• WDC Office Move &amp; Staffing Update</li> </ul>	Deni Hoehne, Chair Wendi Secrist
3:00 – 3:15 pm	Break	
3:15 – 4:00 pm	WDTF Updates <ul style="list-style-type: none"> <li>• Idaho Trucking Association</li> <li>• Next Steps Idaho</li> </ul>	Matthew Thomsen Allen Hodges, Idaho Trucking Association Caty Solace
4:00 – 4:30 pm	Chair Closing Remarks September Meeting in Lewiston	Deni Hoehne, Chair

*Reasonable Accommodations for Persons with Disabilities: Please send requests three days prior to the meeting to Paige Nielebeck, Idaho Workforce Development Council, 208-488-7560, or [paige.nielebeck@wdc.idaho.gov](mailto:paige.nielebeck@wdc.idaho.gov).*

March 16, 2022  
Meeting Minutes

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Meeting Minutes

**Date:** Wednesday, March 16, 2022  
**Time:** 9:00 a.m. – 2:15 p.m. (Mountain Time)  
**Location:** Zoom

**Council Member Attendees:** Deni Hoehne, Joe Maloney, Jani Revier, Clay Long, Donna Butler, Linda Clark, James Smith, John Young, Russel Barron, David Hannah, Audrey Fletcher, Kelly Kolb, Matt Van Vleet, Sarah Griffin, James Pegram, Brian Cox, Rick Aman (proxy for Lori Barber), Jeff Green, Anna Almerico, Hope Morrow, Sean Coletti, Sherry Maupin, Jennifer Palagi, Tom Kealey, Ben Davidson, Liza Leonard

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

**Guests:** Matt Farina, Kristyn Carr, Sarah Nash, Vicki Isakson, Christi Rood Gilchrist, John Russ, Renee Bade, Terry Butikofer, Governor Brad Little, Amelia Valasek, Gary Salazar, Sin Ming Loo, Joe Lozano, Kellye Sharp, Peter Risse, Ed Vasko

\*Workforce Development Council is hereafter referred to as WDC.

**Call to order at 9:01 a.m.**

***Roll Call/Introductions – Quorum met***

***\*Review/Approve Agenda***

**Ms. Revier requests unanimous consent to approve the agenda as presented. There are no objections.**

***\*Approve Minutes from December 16, 2021 Meeting***

**Dr. Clark requests unanimous consent to approve the December 16, 2022 meeting minutes as presented. There are no objections.**

***Governor***

Ms. Hoehne introduced Governor Brad Little.

Idaho is continuing to lead efforts in housing, childcare, and workforce training to support Idaho employers and the workforce. Childcare infrastructure is a major barrier to having a full workforce in Idaho. The Governor is happy with Idaho's economy and the budget surplus. He would like to do everything he can to continue to keep Idaho in the lead and give back to Idahoans with programs, teacher pay, workforce training, transportation, and infrastructure. Governor Little and the Legislature have a sustainability plan moving forward to support these efforts. Record investments are going into the "rainy day" fund, paying off debts, maintaining programs, investing in education, and supporting the people of Idaho. One concern to be aware of is inflation and how it impacts Idaho citizens, programs, education, and infrastructure.

Discussion:

Where will workforce housing be built?

- 25% of the funding will be spent in the rural areas of the state. The Idaho Housing & Finance Association will assist in areas that need workforce housing the most, based on funding sources and community need/desire to work with the Government.

Is there an update on the Cyber Task Force?

- There are many parties involved in the efforts of the task force, the group is making progress and the report will be released soon.

Are there any efforts for a light rail in Idaho?

- There is money for a light rail, however, coordinating with the communities, counties, and property owners to plan for a rail through the most concentrated areas has proven difficult.

### Budget Update/Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - December 31, 2020										
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$395,300	\$190,681	\$204,619	\$96,700	\$45,542	\$51,158	\$492,000	\$236,223	48%	\$255,777
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$190,681</b>	<b>\$204,619</b>	<b>\$96,700</b>	<b>\$45,542</b>	<b>\$51,158</b>	<b>\$492,000</b>	<b>\$236,223</b>	<b>48%</b>	<b>\$255,777</b>
Administrative Services & Supplies	\$6,000	\$845	\$5,155	\$1,000	\$4	\$996	\$7,000	\$849	12%	\$6,151
Communication Costs	\$4,000	\$2,913	\$1,087	\$0	\$0	\$0	\$4,000	\$2,913	73%	\$1,087
Computer Services & Supplies	\$26,500	\$13,262	\$13,238	\$0	\$0	\$0	\$26,500	\$13,262	50%	\$13,238
Employee Development, Memberships & Subscriptions	\$7,500	\$306	\$7,194	\$21,500	\$17,074	\$4,426	\$29,000	\$17,379	60%	\$11,621
Employee Travel Costs	\$25,000	\$329	\$24,671	\$0	\$0	\$0	\$25,000	\$329	1%	\$24,671
Contracts, Events, & Other Council Activities	\$528,500	\$71,581	\$456,919	\$24,300	\$0	\$24,300	\$552,800	\$71,581	13%	\$481,219
Rentals & Operating Leases	\$8,500	\$3,302	\$5,198	\$0	\$0	\$0	\$8,500	\$3,302	39%	\$5,198
<b>OPERATING</b>	<b>\$606,900</b>	<b>\$92,536</b>	<b>\$513,464</b>	<b>\$46,800</b>	<b>\$17,078</b>	<b>\$29,722</b>	<b>\$652,800</b>	<b>\$109,614</b>	<b>17%</b>	<b>\$543,186</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$283,217</b>	<b>\$718,083</b>	<b>\$143,500</b>	<b>\$62,620</b>	<b>\$80,880</b>	<b>\$1,144,800</b>	<b>\$345,837</b>	<b>30%</b>	<b>\$798,963</b>

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$769,700	\$10,980,300

WDTF Financial Summary - December 31, 2020	
WDTF Cash Balance 12-1-20	\$15,266,474
Revenue	\$7,267
Interest	\$5,528
Payments	\$171,303
<b>WDTF Cash Balance 12-31-20</b>	<b>\$15,107,967</b>
Obligated Employer Grants	\$1,170,176
Obligated Industry Sector Grants	\$3,116,750
Obligated Innovation Grants	\$134,698
*Obligated Outreach Projects & Allocated Budget	\$952,857
Short Term Financial Assistance Program	\$1,988,959
FY 20 WDTF Admin Costs	\$718,083
<b>WDTF Obligated Balance</b>	<b>\$8,081,522</b>
<b>Unobligated Balance</b>	<b>\$7,026,445</b>
Proposals Under Review	\$2,000,000
<b>Unobligated Balance if all funded</b>	<b>\$5,026,445</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY21.

WDTF FY21 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September	\$8,499	\$6,072	
October	\$306,682	\$5,828	
November	\$588,911	\$5,553	\$8,553
December	\$7,267	\$5,528	
January			
February			
March			
April			
May			
June			
<b>FY21 Totals</b>	<b>\$1,936,073</b>	<b>\$41,511</b>	<b>\$8,553</b>

Ms. Secrist reviewed the FY23 WDC budget. Please see attached document

#### Discussion:

What does the Council think of using ARPA funds to cover 100% of Launch funds for qualifying participants along with expanding to include for-credit programs?

- Having people pay a small portion of their training helps them be more invested and stay in the training program.
  - This also helps stretch the funding for the program.
- There may be a path to reach those that are unemployed or underemployed by implementing something to fund their programs 100%.
- On the credit side, if the course has been vetted against in-demand occupations, it may not matter one way or the other since the training is still needed.
- What are the complexities of adding the “for credit” options and how might it affect the program/participants?
  - The major hurdle is how the funding may affect individual’s federal financial aid.
- The original intent of the Launch program was to get the funds out quickly to help people get into the workforce and into good jobs more quickly than traditional “for-credit” programs. Once employed, they can work with their employers to continue on with more in-depth training.
- Launch dollars are quick and accessible but also to be used as a last resort after other available programs (e.g., WIOA).

The funding to support a new Child Care Expansion Grant program is making its way through the legislature. This funding, administered by the Workforce Development Council, will increase the number of childcare seats available to working families by targeting employers and/or childcare providers willing to build new on-site or near-site child care facilities or expand existing facilities. If it is funded, a new committee will be formed to award grants.

Ms. Hoehne encourages Council members to volunteer efforts for supporting the grant program if it is funded by joining the childcare grant review committee

The Legislature recommended an additional \$125,000 for the WDC to form a committee and make recommendations to working through some challenges regarding credentialing for Certified Nursing Assistants.

### ***Launch Update***

Idaho Launch, started in October of 2020 with support of CARES act funding. Launch provides a pathway for all Idahoans seeking to work in Idaho to receive tuition support through the Workforce Development Training Fund (WDTF) for short-term training that will allow them to attain in-demand, employer requested, skillsets. The program continues to see growth in Idahoans seeking the benefit.

### **Success Story**

Mr. Lozano presented on the Idaho Launch Program. He has seen great success in the Magic Valley area with the Launch program. Idaho Launch has changed the lives of Idahoans by giving them opportunities to access training and secure better paying jobs.

### **Initial Outcome Data**

Ms. Solaces reviewed the Idaho Launch funding, courses, and data. Please see attached documents.

### **Launch Survey**

The initial skills that Idaho Launch training supports were identified through a large-scale employer survey conducted by the Council in summer of 2020. The first survey had 845 respondents. The Council will be updating this survey this spring. This iteration will also ask employers to rate the value of the courses currently offered through Idaho Launch.

### **\*Launch Budget Request**

There is a need for additional funding in the amount of \$1,750,000 from the Workforce Development Training Fund to support Idaho Launch for the rest of the fiscal year.

**Mr. Pegram requests unanimous consent to approve the Idaho Launch Budget Request in the full amount of \$1,750,000 as presented.**

## Discussion

Could the motion be modified to allow the Council to ratify the Executive Committee's decision to continue funding since reaching the previous limit on March 4, 2022?

**Mr. Young moves to amend the motion to approve the Idaho Launch Budget Request in the full amount of \$1,750,000 and ratify action of the WDC Executive Committee to continue obligating program funds from the emergency Executive Committee meeting on March 4, 2022. Second by Ms. Maupin. Motion carries.**

## ***Chair's Report***

Premier Technology has praised Ms. Solace highly for her efforts in coordinating efforts to allow them to utilize the Launch program for their employees.

Ms. Secrist did a great job in the Legislature this year on behalf of the Council. When she goes in to meeting the Legislators, she is professional, accommodating, and builds relationships at the State House, which in turn, gives the Council the flexibility to continue to do the work to help employers and the workforce in Idaho.

Ms. Morrow was awarded a special recognition as one of the "Top 40 under 40" in Idaho. She has had great success in her career, and we are lucky to have her on the Council.

Ms. Hoehne requests that Council members continue to support the WDC efforts by reaching out to their Legislators.

## ***Executive Director's Report***

### **Good Jobs Challenge**

The Good Jobs Challenge application has received a large amount of support from Idaho employers. The WDC should hear back in July if Idaho is being awarded the funding.

### **Legislation Update**

The purpose of this legislation is to align the efforts of the Workforce Development Council in facilitating the expansion of work-based learning to the workforce needs of state of Idaho agencies. It eliminates a clause that prohibits youth served under the Council's employment and training programs from being employees of the state of Idaho. Elimination of the clause does not require agencies to hire youth served by the programs; but allows consideration of youth as candidates for open state positions. The bill passed the House of Representatives yesterday and will be sent back to the Senate for signature.

### **WIOA State Plan Update**

The Idaho WIOA State Plan has been submitted and is now waiting for USDOL feedback.

### **Next Steps Idaho Connections**

Ms. Solace reviewed the Next Steps Idaho Connections handout. Please see attached document.

Council members are asked to become familiar with the handout and discuss it with their networks.

**Lunch Break: 11:15 a.m. – 11:45 a.m.**

### ***Council Hub***

The Outreach Committee approved a project to create a “one stop shop” to supply the Council with ongoing and new information regarding WDC efforts.

Council members will be able to access and subscribe to topics and information of interest and new happenings. The information will be accessible to WDC partners and Committee members. Meeting minutes and materials will also be stored and accessible on the hub. The Hub will also have materials readily available for those giving presentations about a WDC effort (e.g., slides, information sheets, etc.).

Ms. Secrist asks that if the Council has ideas of additional materials or resources for the hub, please send them to Ms. Solace.

### ***Youth Summer Work Experience Update***

Ms. Sharpe presented on the Youth Summer Work Experience program. Please see attached document.

Discussion:

Ms. Morrow has seen the program’s success with the youth that she works with.

### ***WDTF Updates – Boise State University Cybersecurity Programs***

Dr. Sin Ming Loo, Dr. Ed Vasko, and Mr. Peter Risse presented on Boise State’s Cyber Security program. Please see attached document.

### ***Chair’s Closing Remarks***

### **September Meeting**

The September Council meeting will be on September 21 and will be hosted in Lewiston. This will be in conjunction with CTE’s summer conference. For the September meeting, Ms. Secrist asked that the Council think of alternative funding sources that could be used for WDC programs once ARPA funds are extinguished (e.g., childcare expansion program) and bring ideas to discuss at the meeting.

**Motion by Mr. Pegram to adjourn. Second by Mr. Aman. Motion carried.**

**Adjourned at 1:13 p.m.**

# Youth Apprenticeship Update



**IDAHO BUSINESS**  
*for* **EDUCATION**

*Youth Apprenticeship Program*

## **Apprenticeship By the Numbers**

**69 Apprentices placed to date**

**25 Completed an Apprenticeship**

**25 earned more than the \$15hr end of program goal**

**33 Employers across all 6 regions in ID and across industries**

**4 School Districts will be using apprenticeship to fill their open positions: Kuna, Nampa, Boundary, Westside**

**Diversity, Equity, Inclusion, and Accommodation (DEIA) integrated into program. Partnering with ID Vocational Rehabilitation, ID Dept of Corrections, remote and rural school districts, Native America tribes, and Elevate Academy**



**IDAHO BUSINESS**  
*for* **EDUCATION**

*Youth Apprenticeship Program*

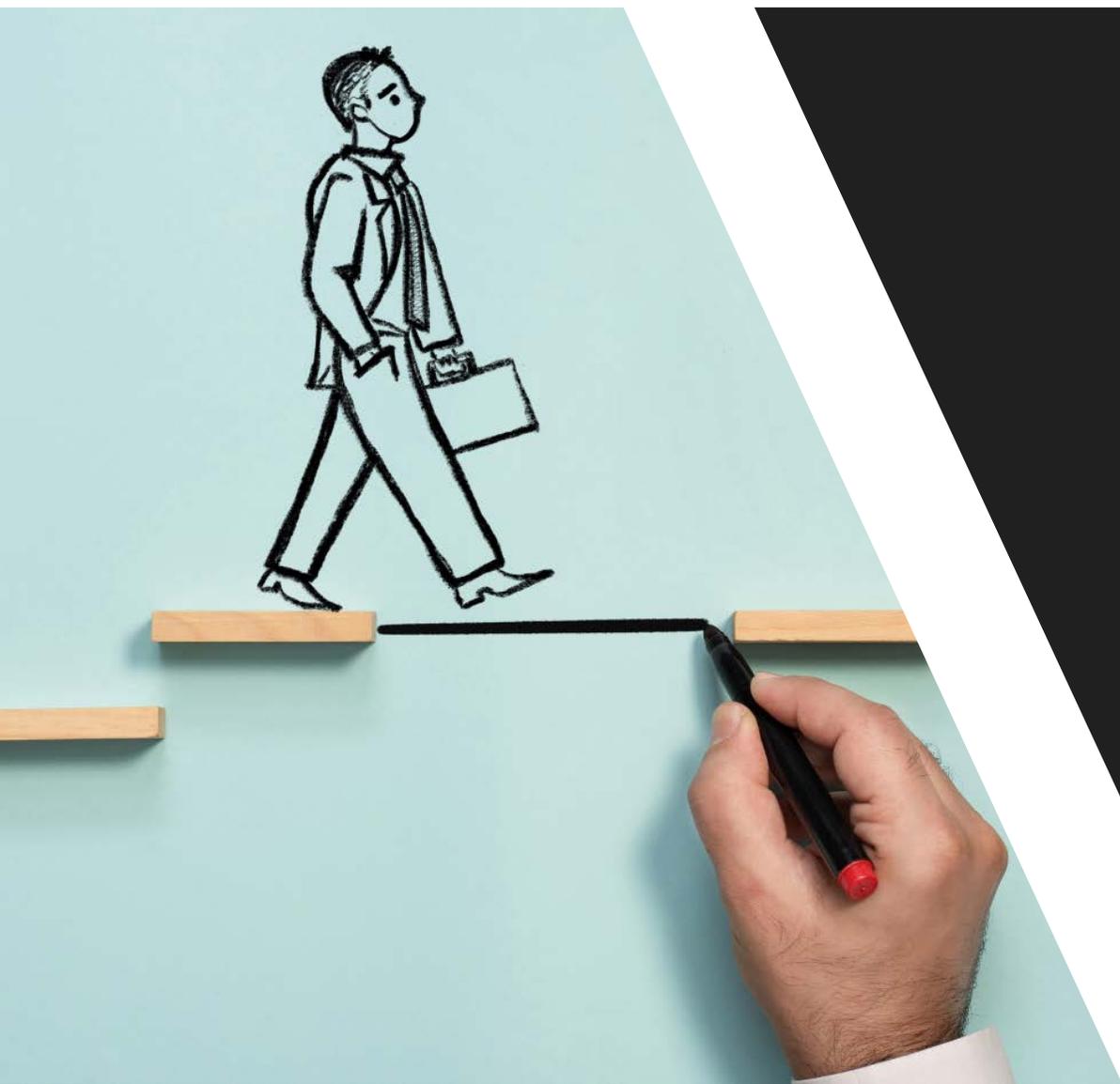
## **Employers Success**

- **Idaho Central Credit Union: 20 Customer Service/Bank Tellers; 90% completion rate.**
- **Boys and Girls Clubs: 21 apprentices, 3 areas: Kootenai, Magic Valley, Lewiston**
- **IDL Industries, Hayden, ID: 5 apprentices**

## **Apprentice Success**

- **“After high school I had no idea what I wanted to do,” When this came up and I applied, and I was thinking this might push me in the direction I want to go in and so far it’s done exactly that.” Ryan, PotlatchDeltic**
- **Sandpoint mechanic received a computer and socks through a collaboration between IBE and WIOA.**
- **Hailey, female HVAC apprentice, Meridian, DTEC student. New tires to get to work.**

# Idaho Commission for Libraries: Digital Inclusion Study



# Idaho's Libraries

Making Connections for Idahoans

A woman wearing a blue cap and sunglasses is smiling in the foreground. The background shows a scenic mountain landscape with a dense forest of evergreen trees and a valley with a river or stream.

# Amelia Valasek Partnerships & Programs Supervisor

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- Email: [amelia.valasek@libraries.idaho.gov](mailto:amelia.valasek@libraries.idaho.gov)
- Website: [libraries.idaho.gov](http://libraries.idaho.gov)
- Phone: (208) 639-4138



Imagine a library

# Overview

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- Introduction to the Idaho Commission for Libraries
- Libraries & Workforce Development – A strong partnership
- Telehealth & Libraries
- Digital Access for All Idahoans – State Plan Info



# Idaho Commission for Libraries

...a bit different from other agencies



Idaho  
Commission  
*for* Libraries

We assist libraries to build the capacity  
to best serve their communities.



# Libraries & Workforce

*A Strong Partnership*



Libraries are a great way to connect Idahoans with workforce services, because libraries are...

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...trusted,  
welcoming  
spaces,

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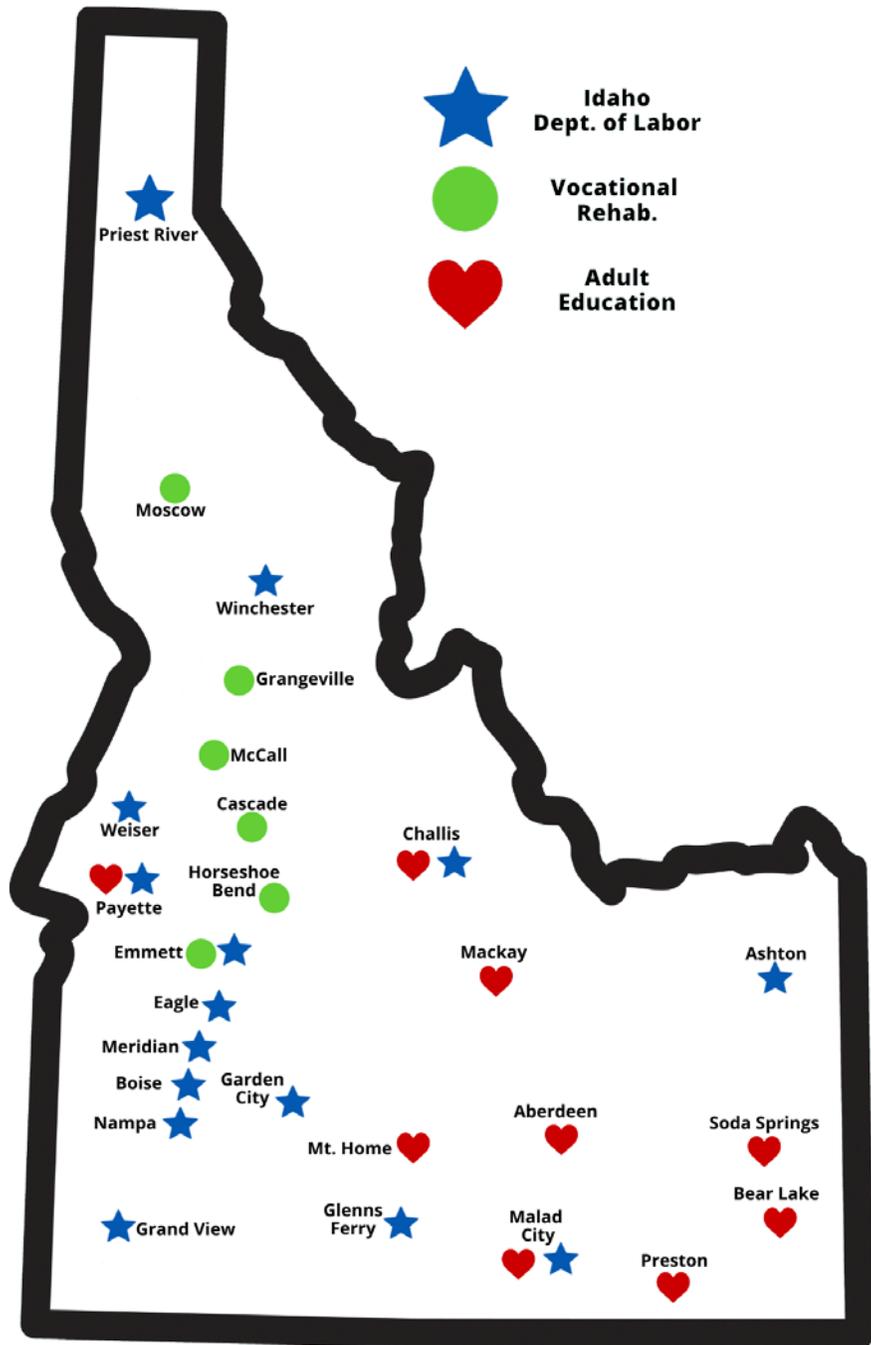
...connected  
locally,

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...located everywhere.





# Current Partnerships



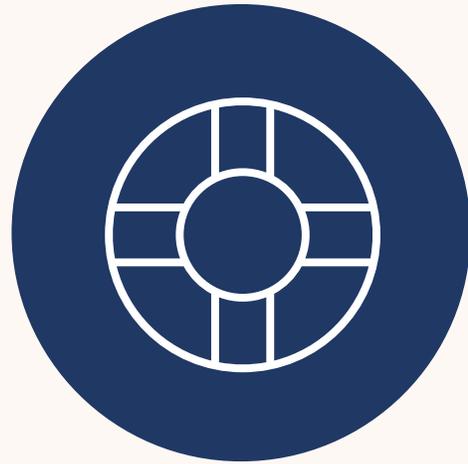
Data from October 2021



# Telehealth & Libraries

Supporting the Health & Wellbeing of All Idahoans

# Telehealth & Workforce

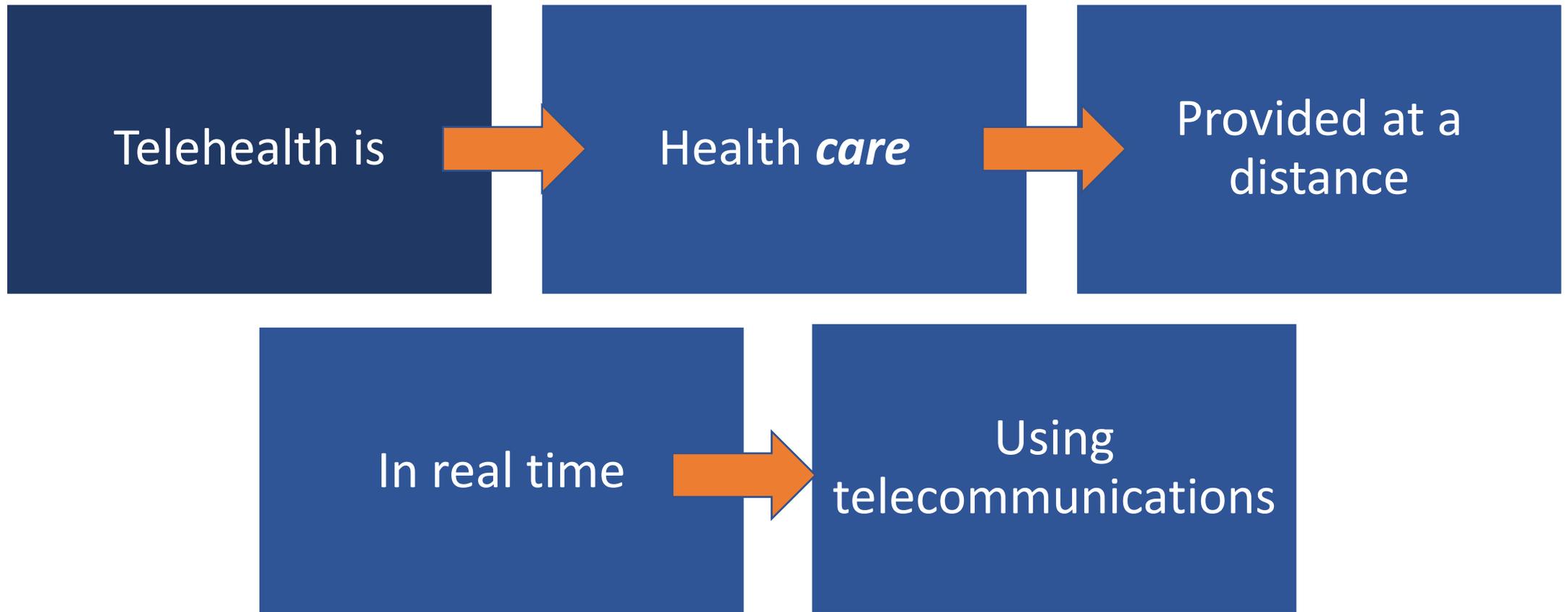


WRAP-AROUND SUPPORT SERVICES  
FOR WORKFORCE CLIENTS



FLEXIBLE SPACES CAN BE USED FOR  
OTHER PURPOSES

# What is telehealth?



- **On-site telehealth:**

- Establish a safe, reliable, and private space inside the library that can be scheduled for telehealth uses
- Equip the space with sufficient hardware, software, technology, and furniture
- Provide on-site technical support and assistance for using the technology

- **Lending model telehealth:**

- Patrons check out computers, cameras, microphones, hot spots and other hardware
- Library maintains and updates technology with appropriate upgrades, software, etc.
- Provide on-site or remote technical support and assistance for using the technology

# Telehealth in Libraries



# Current & Upcoming Projects



BUILD A ROBUST PARTNER  
NETWORK



DEVELOP EFFECTIVE  
MODELS



INVEST IN PHYSICAL  
INFRASTRUCTURE



# Digital Access for All Idahoans

Idaho's State Plan under Title III of the  
Infrastructure Investment and Jobs Act

# Five Elements of Digital Inclusion



Affordable, robust broadband internet service



Appropriate internet-enabled devices



Access to digital literacy training and education



Access to high-quality technical support



User-centered content designed for self-sufficiency



# Priority Populations

Low-income households, aging populations, incarcerated individuals, veterans, individuals with disabilities, racial and ethnic minorities, rural inhabitants, and others



# Funding:

State Digital  
Equity Planning  
Grant Program

**\$60 million**

for states to  
develop digital equity  
plans

State Digital  
Equity Capacity  
Grant Program

**\$1.44 billion**

for states to  
implement/support  
digital equity plans  
(5 years to implement)

Digital Equity  
Competitive  
Grant Program

**\$1.25 billion**

to implement  
digital equity projects  
(5 years to implement)

# Next Steps in Building the Plan:

**Summer 2022**

**Application & budget  
due to Feds by  
July 12**

**Fall 2022**

**Phase one  
funds released  
by Sept 29**

**Winter/  
Spring 2023**  
**Planning work**

**Summer/  
Fall 2023**  
**Plan Due late  
September**

100 stakeholder  
engagement  
interviews

form local  
digital access  
action teams

outreach,  
community  
engagement

align with other  
state plans

form  
statewide  
coalition

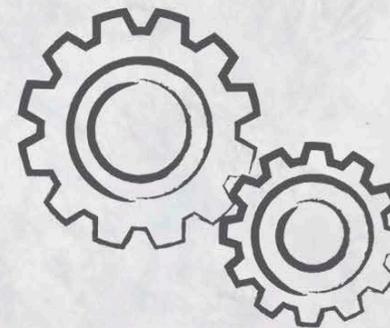
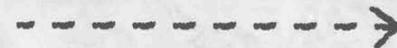
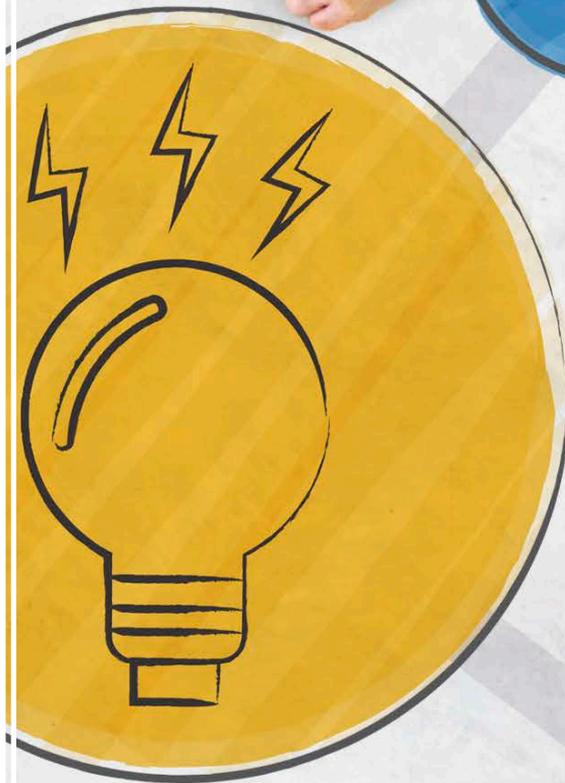
form smaller  
steering team

needs  
assessments,  
asset maps,  
inventories

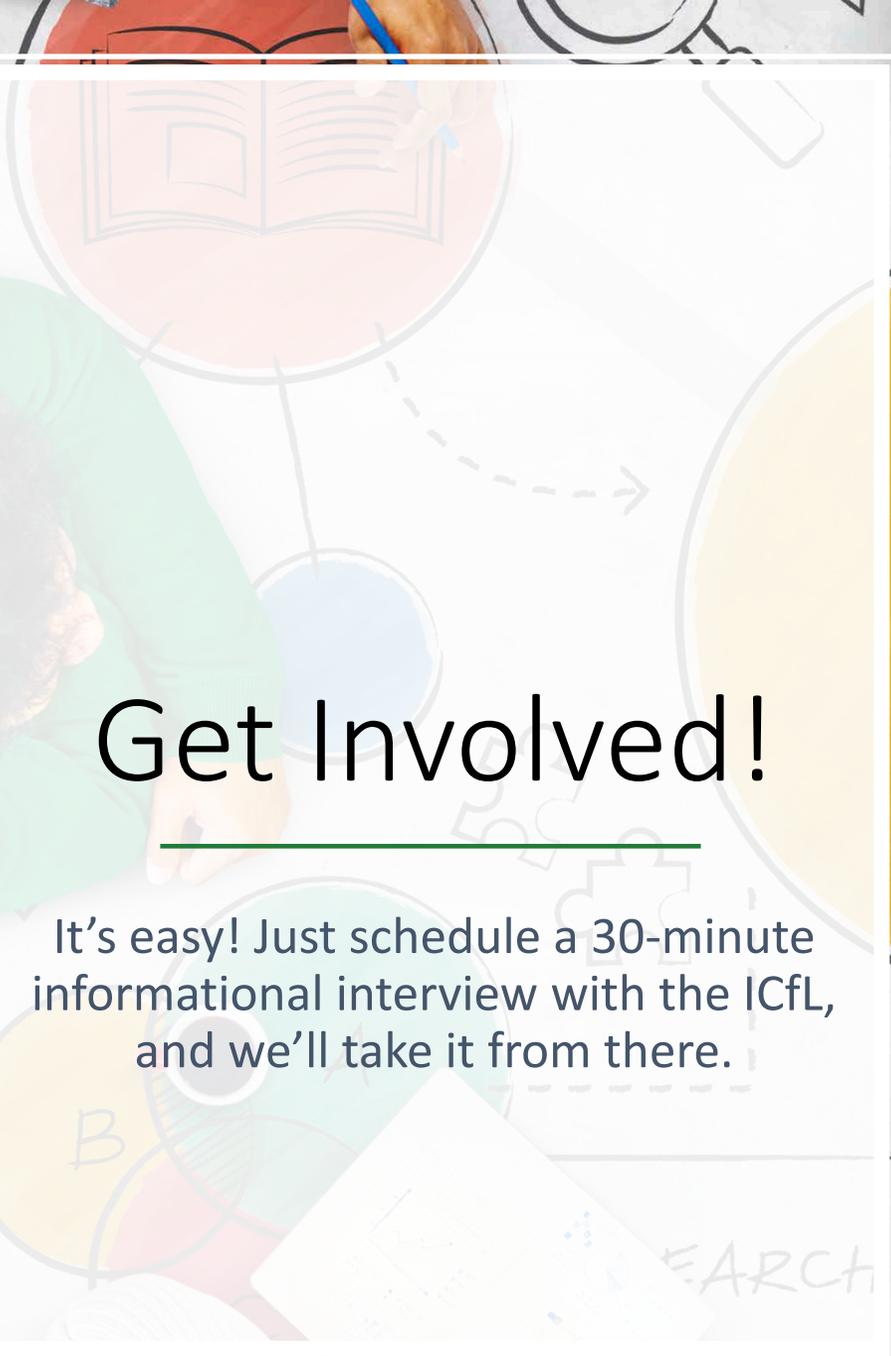
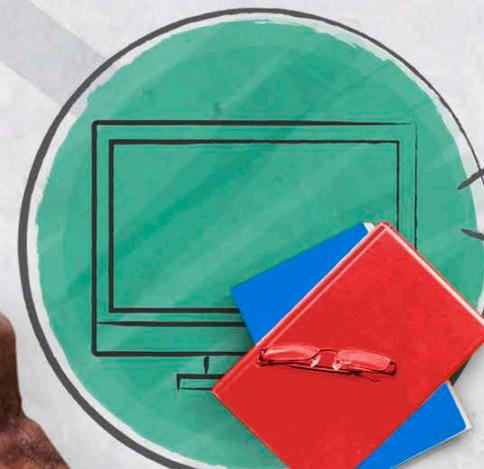
finalize & submit  
state plan

# Get Involved!

It's easy! Just schedule a 30-minute informational interview with the ICfL, and we'll take it from there.



DESIGN



# 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
<b>PERSONNEL</b>	<b>\$ 403,100</b>	<b>\$ 330,470</b>	<b>\$ 72,630</b>	<b>\$ 98,800</b>	<b>\$ 85,297</b>	<b>\$ 13,503</b>	<b>\$ 82,500</b>	<b>\$ 68,930</b>	<b>\$ 13,570</b>	<b>\$ 584,400</b>	<b>\$ 484,697</b>	<b>83%</b>	<b>\$ 99,703</b>
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
<b>OPERATING</b>	<b>\$ 602,400</b>	<b>\$ 350,337</b>	<b>\$ 252,063</b>	<b>\$ 50,000</b>	<b>\$ 29,979</b>	<b>\$ 20,021</b>	<b>\$ 30,000</b>	<b>\$ 928</b>	<b>\$ 29,072</b>	<b>\$ 682,400</b>	<b>\$ 381,245</b>	<b>56%</b>	<b>\$ 301,155</b>
<b>Grand Total</b>	<b>\$ 1,005,500</b>	<b>\$ 680,807</b>	<b>\$ 324,693</b>	<b>\$ 148,800</b>	<b>\$ 115,277</b>	<b>\$ 33,523</b>	<b>\$ 112,500</b>	<b>\$ 69,858</b>	<b>\$ 42,642</b>	<b>\$ 1,266,800</b>	<b>\$ 865,942</b>	<b>68%</b>	<b>\$ 400,858</b>

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
<b>TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)</b>	<b>\$ 11,750,000</b>	<b>\$ 3,532,371</b>	<b>\$ 8,217,629</b>				<b>\$ 636,500</b>	<b>\$ 402,123</b>	<b>\$ 234,377</b>

<b>WDTF Financial Summary - April 2022</b>		
<b>WDTF Cash Balance 4/1/2022 \$ 14,324,988</b>		
Revenue		242,610
Interest		5,000
Payments		599,180
<b>WDTF Cash Balance 4/30/2022 \$ 13,973,418</b>		
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		927,575
FY22 WDTF Admin Costs		350,337
<b>Obligated Balance \$ 9,858,704</b>		
<b>Unobligated Balance \$ 4,114,714</b>		
Proposals Under Review		35,000
<b>Unobligated Balance if all funded \$ 4,079,714</b>		

\*Includes all Outreach funding made available for the Committee to allocate for FY2

\*\*Includes all Launch funding made available for FY22.

<b>WDTF Revenue</b>	<b>Transfer In</b>	<b>Interest</b>	<b>Collection Cost</b>
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			
<b>FY22 Totals</b>	<b>\$ 2,872,899</b>	<b>\$ 38,095</b>	<b>\$ 70,249</b>

# FY23 Operating Budget

**WORKFORCE DEVELOPMENT COUNCIL**  
**FY23 Operating Budget Proposal**

State Expenditure Category	WDTF		WIOA		YARG		ARPA WT	ARPA Child Care	CNA Study	Total	
	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY23	FY23	FY23	FY22
Salary & Benefits	\$ 480,800	\$ 403,100	\$ 104,300	\$ 98,800	\$ 89,000	\$ 82,500	\$ 123,600	\$ 166,600	\$ -	\$ 964,300	\$ 584,400
<b>Personnel</b>	\$ 480,800	\$ 403,100	\$ 104,300	\$ 98,800	\$ 89,000	\$ 82,500	\$ 123,600	\$ 166,600	\$ -	\$ 964,300	\$ 584,400
Administrative Services & Supplies	\$ 6,000	\$ 6,000	\$ 1,000	\$ 1,000	\$ 675	\$ 440	\$ 1,000	\$ 1,000	\$ -	\$ 9,675	\$ 7,440
Communication Costs	11,349	7,500	-	-	360	360	970	970	-	\$ 13,649	7,860
Computer Services & Supplies	26,100	26,500	-	-	24,100	300	6,076	6,076	-	\$ 62,352	26,800
Employee Development, Memberships & Subscriptions	7,250	7,500	17,575	17,575	1,000	1,000	-	-	-	\$ 25,825	26,075
Employee Travel Costs	18,000	14,900	-	-	1,500	1,500	-	-	-	\$ 19,500	16,400
Contracts, Events & Other Council Activities	232,551	528,500	31,425	31,425	2,365	26,400	625,000	4,000	125,000	\$ 1,020,341	586,325
Rentals & Operating Leases	61,000	8,500	-	-	-	-	2,954	2,954	-	\$ 66,908	8,500
Government Overhead & Insurance	6,750	3,000	-	-	-	-	-	-	-	\$ 6,750	3,000
<b>Operating</b>	\$ 369,000	\$ 602,400	\$ 50,000	\$ 50,000	\$ 30,000	\$ 30,000	\$ 636,000	\$ 15,000	\$ 125,000	\$ 1,225,000	\$ 682,400
<b>Grand Total</b>	\$ 849,800	\$ 1,005,500	\$ 154,300	\$ 148,800	\$ 119,000	\$ 112,500	\$ 759,600	\$ 181,600	\$ 125,000	\$ 2,189,300	\$ 1,266,800

Trustee and Benefits	WDTF		WIOA		YARG		ARPA WT	ARPA Child Care	CNA Study	Total	
	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY23	FY23	FY23	FY22
Grant Reimbursement(s) Spending Authority	\$ 7,684,500	\$ 11,750,000	\$ -	\$ -	\$ 636,500	\$ 636,500	\$ 24,240,400	\$ 14,818,400	\$ -	\$ 47,379,800	\$ 12,386,500

# Outreach Funding Proposal

### **FY23 Budget Request**

\$350,000—General Outreach Applications Pool

Recommendation of Council Continuation of:

- \$50,000 for Extern Program
- \$250,000 for Next Steps Idaho

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### **FY22 Budget Request**

**\$350,000—General Outreach Projects Applications Pool**

FY22 Outreach Award Summary - \$268,349.50 obligated (as of 4/29/22)

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### **FY21 Budget Request**

**\$350,000—General Outreach Projects Application Pool**

FY21 Outreach Award Summary - \$62,500

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### **FY20 Budget Request**

\$350,000—General Outreach Projects Application Pool

\$250,000—Future Next Steps project

\$80,000—Adult Opportunity Scholarship Promotion (not awarded)

\$15,000—Economic Development Professionals-Workforce Development engagement

**\$695,000—Total Outreach Committee FY20 Request**

FY20 Outreach Award Summary - \$279,538.06 (General Pool Awarded)

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### **FY19 Budget Request**

\$500,000—General Outreach Projects Application Pool

FY19 Outreach Award Summary - \$478,534

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**FY22. Outreach Projects:**

**\$350,000—General Outreach Projects Applications Pool -\$81,650.50 remaining**

**Approved:**

- (\$60,000) - State Board of Education - Online Idaho (with \$15,000 up front \$45,000 later)
  - (\$9,849.50) State Department of Education - Idaho's Professional Learning Community for Career Readiness
  - (\$15,000) Idaho Association of Collegiate Registrars and Admissions Officers (IACRAO) – Formerly Known as “Higher Ed Booklet”
  - (\$33,500) - Idaho Workforce Development Council - WDC Council Hub
  - (\$150,000) \$75,000 for two years – Idaho Technology Council – Nepris / Next Steps White Label
- 

FY22 Active Grant Summaries:

- \$60,000 - State Board of Education - Online Idaho  
The State Board of education will optimize the Online Idaho Website. Upon completion of the first phase of the project the Board will launch an awareness campaign.
- \$9,849.50 State Department of Education - Idaho's Professional Learning Community for Career Readiness  
The College & Career Learning Community is a year-long professional development group focused on increasing participants' awareness and understanding of workforce development and career training opportunities.
- \$15,000 Idaho Association of Collegiate Registrars and Admissions Officers (IACRAO) – Formerly Known as “Higher Ed Booklet” now Idaho After Graduation  
The committee provided feedback on the draft version.
- \$150,000 (\$75,000 for two years) – Idaho Technology Council – Nepris / Next Steps White Label  
The white label has been created at: [nextstepsidahoconnections.nepris.com](http://nextstepsidahoconnections.nepris.com)  
First 50+ schools entering contract.
- \$33,500 - Idaho Workforce Development Council - Enhance outreach ability for Council and partners.

**FY21 Outreach Award Summary - \$62,500 out of \$350,000**

- \$10,000 Office of the State Board of Education – Next Steps Month (specifically virtual college fair) FB campaign (Complete)
- \$52,500 – STEM Action Center – Extern Program (Complete)

**FY20 Outreach Award Summary - \$279,538.06 (total awarded)**

- \$14,733.70 - Boise School District – Building Tomorrow's Healthcare Workforce (Complete)
- \$76,750 - STEM Action Center – Externship Program 2020 (Complete)
- \$4,750 – WDC – Apprenticeship Committee's Outreach Plan (Complete)
- \$7,500 – SWIMA – Manufacturing Day (Complete)
- \$10,000 - Veteran's Services – Outreach to Recent Veterans to Fill Critical Employment Vacancies (Complete)
- \$12,456.52 - AFL-CIO – Idaho Workers Opportunity Network (Revised) (Complete)
- \$53,155 - Clearwater Economic Development Association – Stimulating the Dreams of North Central Idaho Students for Future Idaho Careers
- \$33,000 – WDC – LEADER Initiative Portal Update (Complete)
- \$45,068 – Idaho Public Television – VR Tours and Campaign
- \$22,124.84—University of Idaho—Integrating Education and Careers (Complete)

**2019-20 ACTIVE Outreach Pool Award Summaries and Updates:**

- \$53,155 - Clearwater Economic Development Association – Stimulating the Dreams of North Central Idaho Students for Future Idaho Careers

Executed a contract modification due to COVID-19: CEDA and *Dream It. Do It. partners* are working on career awareness workshops for 8<sup>th</sup> grade students in 19 schools in Region II, North Central Idaho. The modification will allow them to extend the project length and use available resources to create a library of industry occupational videos that can be used during the online workshops and then made available on the DIDI webpage for use by area schools.

- \$45,068 – Idaho Public Television – VR Tours and Campaign

Idaho Public Television is completing a series of 360-degree videos highlighting a selection of industries/professions and educational outlets from across the state. The highlighted industries/professions are based on a list of priority industries/professions compiled by the Idaho Workforce Development Council, Idaho State Board of Education, Idaho Department of Labor and Idaho CTE. An example of these videos can be seen here: <https://youtu.be/UgO5cuVh0g4> and here: <https://www.youtube.com/watch?v=aNQUI4GVQAO> IPTV has extended the timeline of this project to allow them to be able to be physically present with more employers.

### COMPLETED Award Summaries and Updates:

- \$30,300—WDC, Economic Development Professionals Summit

To connect and empower economic development professionals to support local workforce development initiatives. The committee allowed the remaining funds to be used to support Talent Pipeline Management convenings

- \$11,000—Boise State University, Workforce Development for Active Duty National Guard, and Reserves

This project is to connect veterans and service members with programs at BSU that lead to in-demand careers. WDC is working with Boise State to ensure they are connected with other state and community resources. Since launching this campaign Boise State had a YOY growth of 36% in total military tuition assistance credit hour usage. In addition, they specifically targeted using military benefits in Boise State online degree programs. This resulted in a 95% growth YOY in those programs. In total, over \$350,000 of Boise State education was delivered to military servicemembers at no cost to those students. This is a ~53% growth in funding usage by military servicemembers at Boise State. We have entered into an extension with Boise State they will move the majority of their events online due to the COVID-19 crisis. They have seen success using incentives in combination with an online format.

- \$22,124.84—University of Idaho—Integrating Education and Careers

Modification executed: University of Idaho has had to significantly adapt their program due to COVID-19. Due to COVID-19 restrictions, group tours were limited to fewer participants than originally planned for. Therefore, additional groups will be added in the summer 2021 for physical or virtual tours and collaboration with industry partners.

- \$10,000 Office of the State Board of Education – Next Steps Month (specifically college fair) FB

Outreach project paid to promote the college fair on Facebook. 4,026 students attended the virtual college fair (project is complete and will be moved to the completed list).

- \$52,500 – STEM Action Center – Extern Program

This summer 27 externs had opportunities to spend 6 weeks working and learning with Idaho employers. The externs are having experiences at: Franklin Building Supply, Idaho Business for the Outdoors, Saint Alphonsus Regional Medical Center, International Rescue Committee, Simplot, University of Idaho, Office of the State Board of Education, ICCU, Schweitzer Engineering, Idaho Business for Education, G Zero CNC Machining, Gizmo, Idaho Department of Labor, Idaho Public Television, Idaho Veteran's Chamber of Commerce, Boise Watershed, Children's Museum, Bay Shore Systems, Idaho WDC, STEM Action Center, State Department of Education, Gravis Technology, Triple B Excavation, and Warhawk Air Museum

- \$125,000—WDC Statewide Interim Outreach Application, \$125,000

This campaign was used as the bones for Launch. <https://idaholaunch.com/> The campaign itself was paused due to COVID-19 and the approval of CARES Act funding to extend the training dollars to those directly affected by COVID-19.

- \$27,500—RISE Collaboration for Careers - Data Outreach Project

Grant is closed and only \$18,637.85 was reimbursed. The organization underwent extensive organizational changes, and was unable to complete the survey portion of the project. They did do a large scale convening to Due to the COVID-19 crisis local superintendents opted not to engage in a Senior Exit survey for 2020. The contract modification will allow the survey to take place in 2021. All other elements of the project have been completed as planned.

- \$76,750 - STEM Action Center – Externship Program 2020

This summer 28 externs had opportunities to spend 6 weeks working and learning with Idaho employers. Host sites include: Idaho Public Television, Boise Watershed Environment Education Center, Idaho Drone League (UofI), Workforce Development Council, St. Luke's (2), STEM Action Center, Allata, Idaho Technology Council, INL (4), The Sandbox Group (IBE), Voc Rehab, HDR Engineering, Idaho Business for the Outdoors, Children's Museum of Idaho, SWIMA, HomeCU, Franklin Building Supply, ACHD Commuteride, House of Design, Clif Bar, Gravis Technology, Idaho Central Credit Union, Idaho Forest Group and Schweitzer Engineering.

- \$10,000 - Veteran's Services – Outreach to Recent Veterans to Fill Critical Employment Vacancies

Veteran's Services decided they could not prioritize this work during the pandemic. No money was reimbursed.

- \$14,733.70 - Boise School District – Building Tomorrow's Healthcare Workforce

The Workforce Development Council Outreach Grant funding supported a year-long environment of student and community engagement for Boise School District health profession students.

- \$33,000 – WDC – LEADER Initiative Portal Update

This site serves as the employer face for Next Steps Idaho. It hosts resources and opportunities to engage in work-based learning.

- \$12,456.52 - AFL-CIO – Idaho Workers Opportunity Network (Revised)

Support of the IWON program to serve as a bridge between the job-seeker, with an emphasis on youth and under-served populations, and Registered Apprenticeship programs around the state. This project was discontinued, and no further dollars will be reimbursed. We are awaiting a final report.

- \$7,500 – SWIMA – Manufacturing Day

Support of Southwest Idaho Manufacturers' Alliance 2019 Made Here Expo & Job Fair. There were 70 exhibitors (34 participated in the job fair), 1568 attendees (1043 in student groups). They held 5 demonstrations at the demonstration stage as well. They were able to offer \$2,557 in bus scholarships for area schools to attend, a total of 1043 students were able to attend.

- \$4,750 – WDC – Apprenticeship Committee's Outreach Plan

We created sets of presentation materials to help advocates give presentations to Connectors, Employers, and Educators to understand apprenticeship and its benefits. These were shared with the apprenticeship committee and Idaho Department of Labor. The materials can be viewed here, and are free for use for anyone wanting to advocate for apprenticeship: <https://wdc.idaho.gov/apprenticeship-outreach-tools/>

# Leading Idaho Workforce Training Allocations

## Leading Idaho - Workforce Training Investments

Approved Appropriation FY23		
Personnel	\$	123,600
Operating	\$	636,000
Trustee Benefits	\$	24,240,400
<b>Total</b>	<b>\$</b>	<b>25,000,000</b>

Allocations	White Paper	Recommendation	Notes
Idaho Launch	\$ 11,740,400	\$ 9,999,800	
Simulators & Mobile Training Equipment	\$ 1,500,000	\$ 3,000,000	doubles amount in white paper
Retail Management Certification Course Development	\$ 100,000	\$ -	CSI has course, will be added to Online Idaho
Talent Pipeline Management Regional Project Managers	\$ 900,000	\$ 1,240,600	funds 8 instead of 6 for one year, includes training for 10 new TPM facilitators
TPM Implementation Funds	\$ 10,000,000	\$ 10,000,000	
Next Steps Idaho Investments	\$ 250,000	\$ 250,000	
Launch Marketing & Development	\$ 375,000	\$ 375,000	
Salary	\$ 123,600	\$ 123,600	2 limited-service positions
Operating	\$ 11,000	\$ 11,000	
<b>Total</b>	<b>\$ 25,000,000</b>	<b>\$ 25,000,000</b>	

## Sub-Award Approval Processes

### Idaho Launch

Policy Committee approves all courses that are made available in Idaho Launch. They use results from the employer survey and in-demand occupations as the basis.

### Simulators & Mobile Training Equipment

Will align to WDTF grant process:



### Talent Pipeline Management Project Managers

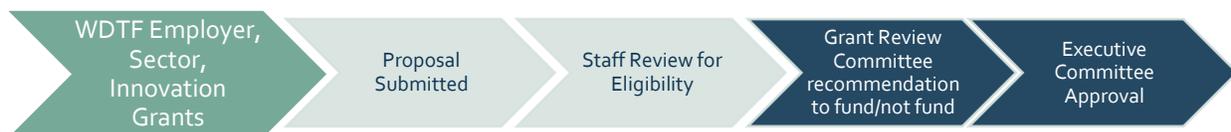
Review Committee appointed by Council Chair, aligned to WDTF grant process:



- Applications were opened on April 18 and closed May 16.
- Committee met on May 27 and recommended awards
- Executive Committee approved awards, pending Council approval of funds, on June 7.
- Contracts will begin July 1.

### Talent Pipeline Management Implementation Projects

Will align to WDTF grant process:



### Next Steps Idaho Investments

- Steering Committee Meets on a Monthly Basis (WDC, CTE, OSBE) to make decisions on site content, development, and outreach.
- Advisory Committee Meets (employer based) twice a year to see new developments, provide feedback on upcoming developments, and provide ideas

### Idaho Launch Marketing & Site Development

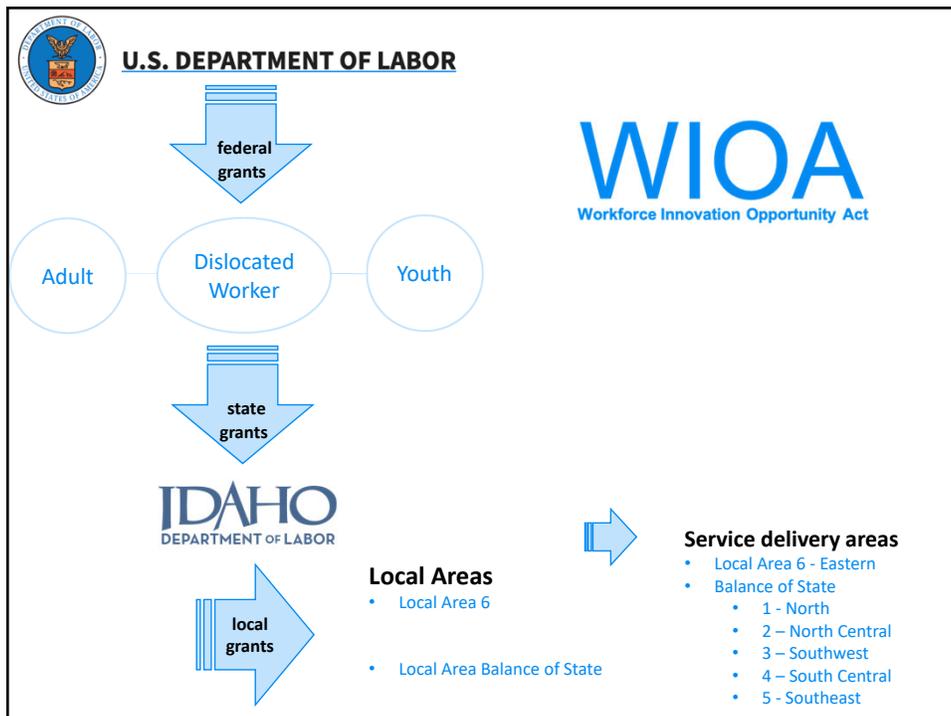
Staff directed.

# Local Area Set-Asides & Transfer from Dislocated Worker to Adult

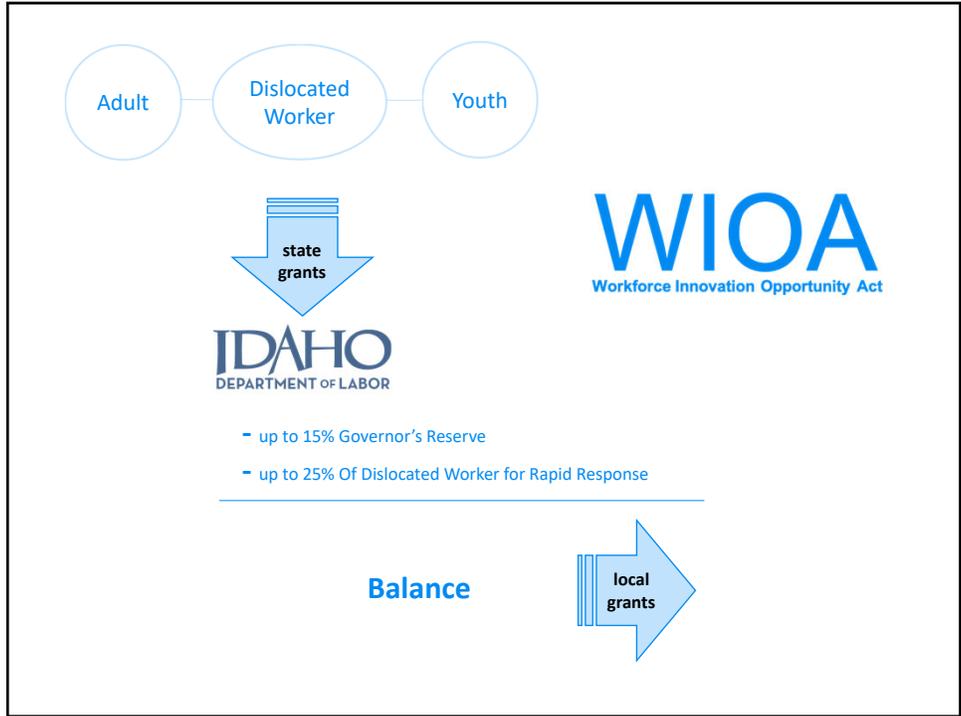
# Overview of WIOA Title I Funding

Flow from Federal to State to Local Areas

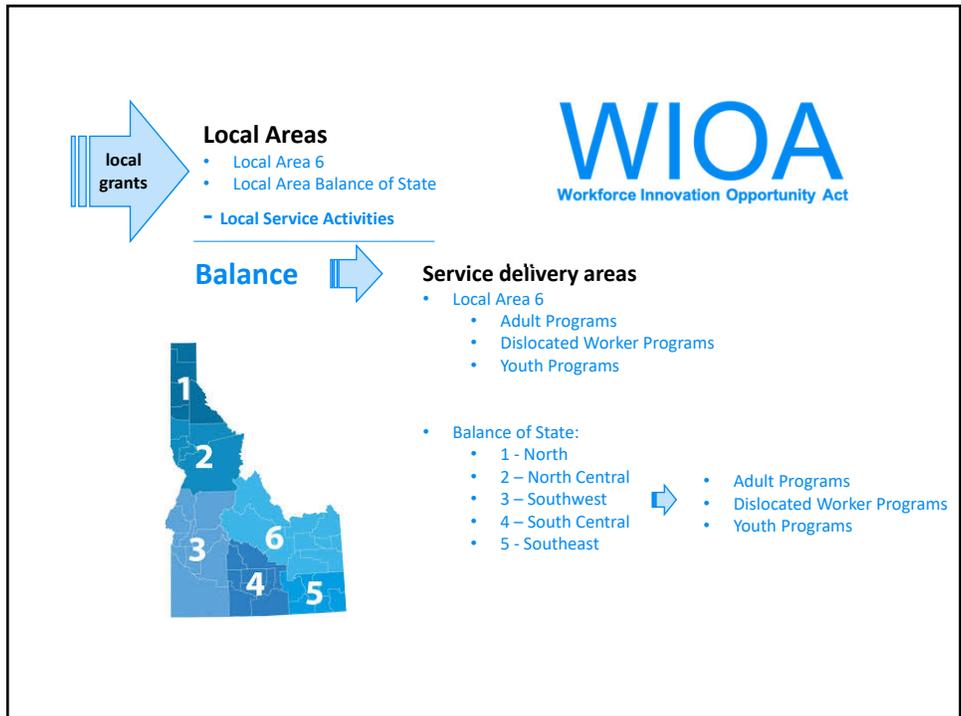
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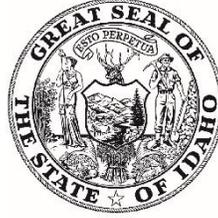
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**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**John Young**  
Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

Date: June 8, 2022  
To: Workforce Development Council  
From: Wendi Secrist, Executive Director  
Subject: WIOA PY22 Local Area Allocations and Set-Asides, including PY21 Recapture Plan

The estimated WIOA Title IB funds available to the two local areas for PY22 are:

- Adult Total - \$1,963,296 (\$2,163,966 was available in PY21)
  - Local Area Balance of State - \$1,754,295
  - Local Area Region 6 - \$209,001
- Dislocated Worker Total - \$ 1,293,055 (\$1,419,664 was available in PY21)
  - Local Area Balance of State - \$1,184,197
  - Local Area Region 6 - \$108,858
- Youth Total - \$2,193,153 (\$2,409,907 was available in PY21)
  - Local Area Balance of State - \$1,920,080
  - Local Area Region 6 - \$273,073

Under our policy, as the local workforce board, we identify local area set-asides which may include the following types of activities:

1. One-Stop Operator costs
2. Shared One-Stop infrastructure costs
3. Up to 10% for administrative costs
4. Evaluations and activities related to program integrity
5. Research and labor market analysis
6. Local plan development
7. Promote business representation on the local Workforce Development Board
8. Develop employer engagement
9. Develop career pathways
10. Identify proven and promising practices and initiatives for meeting needs of employers, workers and jobseekers in the local workforce development system
11. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers
12. Conduct program oversight
13. Negotiate local performance accountability measures
14. Selection of local service providers

15. Coordination with education providers
16. Assessment of physical and programmatic accessibility for individuals with disabilities

In PY22, we must set aside at a minimum, funds to carry out our responsibilities under 1 and 3. Based on projects that we started two years ago, I've also included recommendations for 5 and 10.

- One Stop Operator Contract (1) - \$153,490
- Administrative Duties (3) - \$544,950 (10% of the total allocation)
- Workforce/LMI Surveys (5) – up to \$45,000
- Promotion of Registered Apprenticeship (10) – \$104,500
- Justice-Involved Youth Coordination (10) – \$80,000

As a local board, we can recapture PY21 funds from local areas that have not expended 80% of their allocated funds by the end of the program year. The total recaptured from PY20 was \$670,930. We expect that recapture may be much lower this year as we've been working with the service providers to utilize all program year funding to serve participants. Regardless, we would like to recapture the funds and then come back to you in September with a plan for distributing them, per our policy. It is important to note that any unspent PY21 recaptured funds would revert to the State administrative entity (IDOL) on June 30, 2023.

If the Council supports the local area set-asides listed above, a motion similar to the one below will allow staff and the Administrative Entity to proceed with PY22 allocations.

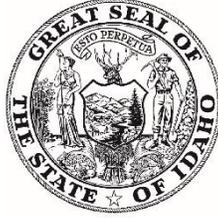
Suggested motion:

*Approve the following with respect to PY22 allocations and PY21 recapture:*

- *Set-aside up to \$927,940, as noted above, for PY21 local area activities.*
- *Recapture all eligible PY21 program funds, to be calculated based upon final PY21 expenditures, in accordance with the policy approved on April 7, 2020.*

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**John Young**  
Vice Chair

## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: June 8, 2022  
To: Governor Brad Little  
From: Wendi Secrist, Executive Director  
Subject: WIOA PY21 Dislocated Worker to Adult Transfer Request

The Workforce Development Council, acting as a local workforce development board, is requesting a transfer of funding under the Workforce Innovation and Opportunity Act (WIOA) between the Dislocated Worker and Adult allocations for program year 2021 (state fiscal year 2022). The Act provides for such transfers as follows:

§ 683.130 Does a Local Workforce Development Board have the authority to transfer funds between the adult employment and training activities allocation and the dislocated worker employment and training activities allocation?

- (a) A Local WDB may transfer up to 100 percent of a program year allocation for adult employment and training activities, and up to 100 percent of a program year allocation for dislocated worker employment and training activities between the two programs.
- (b) Local WDBs may not transfer funds to or from the youth program.
- (c) Before making any transfer described in paragraph (a) of this section, a Local WDB must obtain the Governor's written approval. The Governor's written approval must be based on criteria or factors that the Governor must establish in a written policy, such as the State Unified or Combined Plan or other written policy.

The written policy establishing the criteria for such transfers is attached to this document. It stipulates:

### **Transfer of Funds**

Local workforce areas, with the approval of the Governor, may transfer up to 100 percent of the Adult Activities funds for expenditure on Dislocated Worker Activities, and up to 100 percent of Dislocated Worker Activities funds for expenditure on Adult Activities.

The WDC reserves the right to adjust the funds distributed to Service Delivery Areas, within a single Local Area, in or around December and March of each program year. Adjustments will be made based on an SDA's enrollment and expenditure levels compared to the planned levels within their annual agreement. Enrollment or expenditures 10 percent under planned levels will trigger the WDC to consider adjustments. The WDC will consult with the Administrative Entity

and service provider to address participant needs and prevent underspending before shifting funds.

The service provider for the Adult and Dislocated Worker programs is underspent by more than 10% in all service delivery areas, except SDA 5. Dislocated worker activity in the WIOA program reflects how a state’s economy is performing. Fortunately for Idaho, its recovery from the COVID pandemic has reduced the need for dislocated worker services across the state. However, the local need for services has increased in the Adult program as WIOA staff identify more individuals eligible for services under this program. The table below shows the proposed amount of funds to be transferred from the Dislocated Worker program to the Adult program.

**WIOA DW to Adult Funds Transfer**

	<b>TOTAL Costs</b>	<b>SDA Adjustment (from DW)</b>	<b>SDA Allotment (to Adult)</b>
<b>Local Area – Balance of State</b>	<b>SDA 1</b>	\$ (41,994)	\$ 41,994
	<b>SDA 2</b>	\$ (15,733)	\$ 15,733
	<b>SDA 3</b>	\$ (63,229)	\$ 63,229
	<b>SDA 4</b>	\$ (11,986)	\$ 11,986
	<b>SDA 5</b>	\$ -	\$ -
	<b>Balance of State Total</b>	<b>\$ (132,942)</b>	<b>\$ 132,942</b>
<b>Local Area – Region 6</b>	<b>SDA 6</b>	\$ (4,070)	\$ 4,070
	<b>Statewide Total</b>	<b>\$ (137,012)</b>	<b>\$ 137,012</b>

It should be noted that funds will remain within each respective service delivery area (SDA) to ensure overall WIOA services remain viable there. The Council believes it to be prudent to make the adjustments between programs to better serve Idahoans in connecting to employment.

Idaho Launch Update,  
FY23 Budget Request, and  
Policy Addendum



Idaho Launch is the pathway for all Idahoans seeking to work in Idaho to receive tuition support through the Workforce Development Training Fund (WDTF) for short-term training that will allow them to attain in-demand, employer requested, skillsets.

The program's start was bolstered through \$1,000,000 in CARES Act dollars that allowed Idaho Workforce Development Council (WDC) to:

- Complete a large-scale survey of employers to ascertain the skillsets they are, and plan to, hire for in the coming years (845 respondents).
- Pay for 100% of training for those whose employment was affected by COVID-19 through the end of May 2021.
- Run a comprehensive outreach campaign to create awareness for the program.

WDC simultaneously, and also under the Launch brand, started a program supported by the WDC *Financial Assistance for Short-Term Training* policy approved in 2020. This program covers 75%-90% of tuition costs through the WDTF for any Idaho resident, who plans to use the benefit to work in Idaho, to take approved short-term trainings.

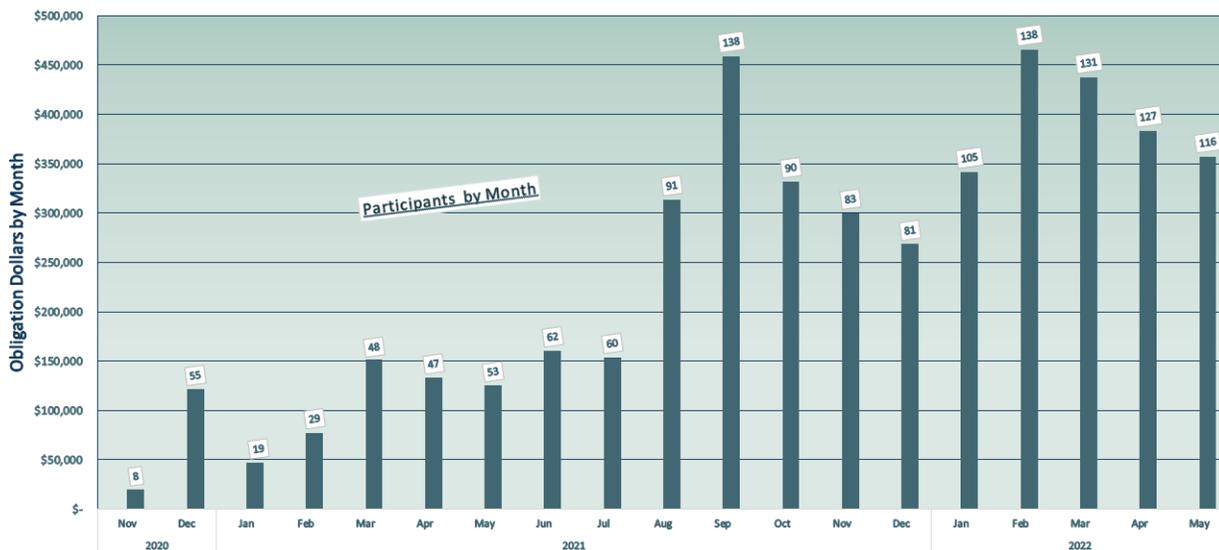
- In Spring of 2022 the WDC updated the Idaho Launch employer survey to ascertain the skillsets and courses they are, and plan to, hire for in the coming years (1,874 respondents).

[idaholaunch.com](http://idaholaunch.com) went live in mid-October, 2020 and has had over 36,202 visitors with an average session duration of 2:25 minutes.

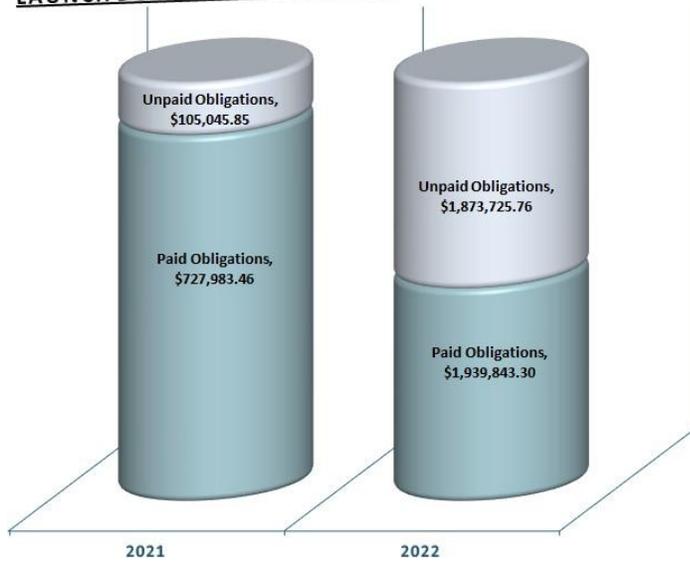
Program Cost through 5/27/2022:

Obligated through 5/27/2022	\$4,646,600
Average cost per month since inception	\$244,560
Participants	1,481
Average training cost per participant	\$3,140

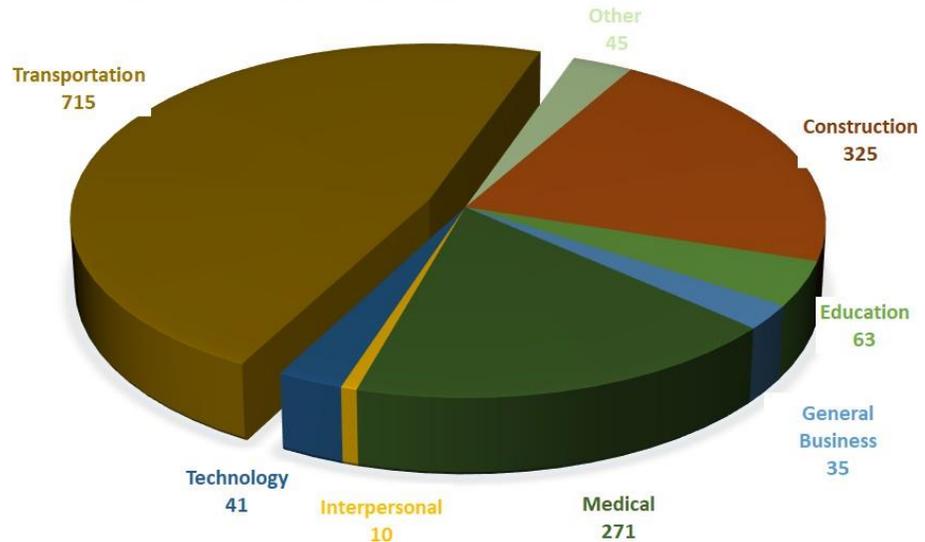
LAUNCH 2021/2022 Total Obligations



**LAUNCH DOLLARS PAID & UNPAID**



**LAUNCH Course Types by Participant**



**Forecasted FY22 Obligation based on current activity: \$4,802,240**

- 1,496 participants @ \$3,140 each = \$4,697,440
- 1,496 participants @ \$50 (administration) = \$74,800
- Up to \$30,000 in direct digital/traditional marketing

**Assumptions:**

- 1,160 participants enrolled FY22 through 5/27/2022
- Use average training cost per participant since inception - \$3,140
- Annualized the average participants using the 3-month period ending 5/27/2022
  - (374 participants divided by 3 months multiplied by 12 months equals 1,496 participants FY22)

**FY23 WDTF Budget request: \$250,000 (to support individuals who don't qualify for ARPA)**

**Workforce Development Training Fund  
Addendum for ARPA Funding**

**Idaho Launch**

Eligibility

- Impacted personally by COVID-19 in accordance with US Treasury guidance.
- Industry was impacted by COVID-19 in accordance with US Treasury guidance.
- Out of state residents that are employed and referred by Idaho employers.

Training Options

- Aligned to occupations that have a minimum of 150 openings per year and/or are aligned to the May 2022 Launch Survey.
- May include “for-credit” options that integrate a credential, do not exceed 2 years, and are approved by the Policy Committee.
- Additional priority occupations that are a focus of Council or Governor-led initiatives, as approved by the Policy Committee. (in-home health care, behavioral health, etc.)

Award Amount

- Cover 90% of cost, up to \$7,500, for all participants, whether using ARPA or WDTF funds. If the training costs over \$8,250, the program will pay the full \$7,500.

Additional Guidance

- These funds may be combined with scholarships or other forms of financial assistance. Generally, if the participant is ARPA eligible, Launch funds will need to be paid out in accordance with Treasury timelines. If the participant is funded through the WDTF, the Launch funds should be leveraged to fill gaps that other funds cannot.

# Child Care Grant Policy

## Child Care Expansion Grant Policy Adopted XX-XX-XXXX

### Purpose

The Idaho Workforce Development Council ("Council") has determined that it is in the best interest of the state to provide high quality child care in Idaho and shall provide grants to eligible child care providers as outlined below. The purpose of the fund is to encourage and enable businesses and employer consortiums to create and develop on-site, or near-site child care centers or partner with local and regional child care services to increase available slots for an employer's employees (not at the expense of existing or available slots in the local area).

### Eligibility

An entity is eligible for the grant if it will directly provide high quality childcare in Idaho and meets all of the criteria in this section.

- The entity must be authorized to conduct business in Idaho and in good standing with the Idaho Secretary of State along with any other applicable state or local government organizations, and must comply with all federal, state, or local requirements.
- An entity may be any of the following:
  - o For profit childcare providers;
  - o Nonprofit/not for profit childcare providers; and
  - o Employers (which shall include public and private entities).
- The entity must partner with employers to increase or expand child-care capacity. Examples of employer partnership may include:
  - o Monetary contributions or donations/support of in-kind services necessary for the operation of the program (see examples in the Definition section below);
  - o Guarantee to sponsor slots on behalf of employers' employees;
  - o Co-op/collaborative/coordinated enrollment model across multiple centers (not necessarily owned by the same entity) in one "system" to provide access to employees of the partners; or
  - o Other partnership arrangements, as approved by the Council.
- Must comply with local and state child care licensing requirements.
- Provide at least 50% cash and/or in-kind match.
- Show evidence through a business plan, or equivalent, that operations will be sustainable beyond the one-time investment of these grant monies. Examples can be found at <https://wdc.idaho.gov/child-care-guides/>.
- Provide care to children ages 13 years and younger. Provider does not have to serve all age ranges between 0 to 13 and may serve any age range between the ages of 0-13; however, program funds cannot be used to support children over the age of 13. Preference will be provided to applicants who are serving infants and toddlers.
- Preference will be provided to applicants who are serving communities with higher need based on data found at: <https://childcaregap.org/assets/onePagers/Idaho.pdf>.

### Exclusions

- Funds shall not support private school tuition or home schooling.
- Funds cannot be used for directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund.
- Funds cannot be used as a tax offset.
- Funds cannot be used to match other federal resources.

### Fund Availability

The Workforce Development Council has \$15 million dollars under the American Rescue Plan Act (ARPA) to expand high quality child-care in Idaho. \$4 million dollars is set aside until March 1, 2023, for small providers serving 12 or fewer children. All funds must be obligated by June 30, 2023 and spent by October 31, 2024.

- Maximum of \$15,000 per child served is available to applicants to support the addition of new seats.
- 50% minimum cash and/or in-kind match is required. In-kind match must be calculated at fair market value. Applications may score higher if additional match is provided.
- The Child Care Expansion Grant Review Committee shall develop a rubric to use in scoring proposals.

### Applications

Applicants must provide at a minimum:

- Proof that eligibility requirements have been met.
- A business plan (example found at <https://wdc.idaho.gov/child-care-guides/>) showing that the entity will meet all state and/or local licensing (including background checks), insurance, facility, programming, and a plan for sustainability beyond the one-time grant funding period.
- Description of partnership with employer(s).
- Detailed budget, budget narrative, and cashflow analysis for at least three years.
- Preference will be given to entities that focus on evidence-based programming and services and have parent engagement activities (see "High Quality Child Care" in the Definition section below). This includes the provision of training and ongoing professional development of staff.

### Reimbursable Expenditures

- Acquisition and/or renovation of buildings (any project that exceeds \$1M in capital expenditures requires additional written justification under the ARPA program)
- Rent
- Equipment
- Supplies
- Learning materials
- Staffing costs (including licensing and professional development)
- Other reasonable operating costs aligned to the business plan

### Contractual Terms

- Grantee must sign the grant agreement, after being selected for receipt of grant funds, and prior to receiving the grant funds.

- Grant term is one year.
- Grantees are required to submit quarterly reports during performance period, as delineated in the grant contract, and provide an update on facility operations two years after contract end date.
- Funds are made on a reimbursement basis for verified expenses only.
- The entity must stay in business for at least one year after the end of the grant period, or the Council may seek repayment of grant funds.
- Additional federal pass-through requirements including, but not limited to:
  - o Active registration in the System for Award Management (<https://www.sam.gov>);
  - o Compliance with Uniform Guidance including 2 CFR Part 200, Subpart E regarding Cost Principles;
  - o Single Audit Act (requires an audit for entities that expend more than \$750,000 in Federal awards during a fiscal year); and
  - o Civil Rights Compliance – must meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. The requirements include ensuring that entities receiving assistance do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity).

### **Performance Metrics**

The return on investment is measured by the total number of child-care seats available two years after grant-funded entity's contract end date.

### **Definitions**

High Quality Child Care – The quality of care will be evaluated based on the Idaho STARS framework found at <https://idahostars.org/Child-Care-Providers/Steps-to-Quality>. A review of the child care incident history for existing providers will be conducted.

Provider – An entity that provides care and supervision compensation during part of a twenty-four (24) hour day, for a child or children, in a place other than the child's/children's own home. This does not exclude family or group child care provider types.

Employer Partnership Donations/Support – Examples:

- Offer of benefits (partial child care costs covered etc.) to employees who select employer-partnered child care provider.
- Employer/parent time donation for child care center needs (classroom volunteers, clean up days, stock food pantry etc.).
- Committed service days for center.
- Transportation services.
- Assist with child care provider employee licensing costs.

In-Kind Match – Refer to template.

# Updates to Youth Incentives

## Idaho WIOA Youth Incentive Options

*Participants may earn up to two unique incentives per program year.*

### **A progressive job retention incentive**

For youth who have completed WIOA Youth program activities and attained full-time unsubsidized employment in the individual's selected career/industry as planned in the WIOA ISS. Verification of employment and retention by the career planner is required for reimbursement.

- a. \$200 for obtaining employment.
- b. \$300 for retaining the same position/employer for six months.

### **A \$150 skill attainment incentive**

It allows youth in a work-based activity (OJT, Internship, or Work Experience) to demonstrate a measurable skill gain (occupational/work-readiness/ employment preparedness/or other skill attainments) verified by the employer/worksites. A positive employer evaluation enumerates the skill obtained. The evaluations are incorporated as part of the overall process to show the participant's progress, either at the mid-point of the work-based activity or at the end of the activity, based upon the participant's goal as established in each activity's Memorandum of Agreement with the worksite/employer. **Note: This incentive is not tied to an MSG**

### **\$150 GED Exam Completion Incentive**

For each GED section passed during participation in the WIOA Youth Program or the 12-month follow-up period (up to four). Career planners will be allowed the flexibility to provide the GED incentive individually as each test is passed or cumulatively once the GED is obtained.

### **\$100 incentive for a secondary or postsecondary transcript for a sufficient number of credit hours.**

- 1) **Secondary:** transcript or report card for one semester, or
- 2) **Postsecondary:** at least 12 hours per semester or, for part-time students, a total of at least 12 hours over two completed consecutive semesters

### **\$250 incentive for each area in literacy and numeracy**

A basic skills deficient participant demonstrates an increase of one or more educational functioning levels based on pre-and post-test scores, utilizing any of the assessments recognized by the National Reporting System for Adult Education programs, including the TABE (Test of Adult Basic Education) Wonderlic, Casas, etc. The same assessment instrument must be used for pre-and post-tests. Click on the following link to see the - [Test Benchmarks Educational Functioning Levels](#)

### **\$400 incentive for the successful passage of a required exam**

Employment in a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams, which lead to a credential.

These may include a welding test or passage of the NNAAP (National Nurse Aide Assessment Program). Exams for general skills, such as a typing test, do not qualify for the incentive.

**\$400 incentive for obtaining a recognized postsecondary credential, OR a secondary school diploma or its recognized equivalent.**

The post-secondary credential must reflect the attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation-based on standards developed or endorsed by employers or industry associations. Certificates must recognize skills specific to the industry/occupation rather than general skills related to safety, hygiene, etc., excluding credentials such as CPR, OSHA Health and Safety, flagging certification, and other similar certifications.

**Listed below are examples of credentials eligible for this incentive:**

- Secondary School Diploma or recognized equivalent,
- Associate's degree,
- Bachelor's degree,
- Occupational licensure,
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates,
- Occupational certification.

Other recognized certificates of industry/occupational skills completion are sufficient to qualify for entry-level or advancement in employment

**\$300 work-based learning incentive**

For a youth's successful completion of a WEX/Internship – including all activities required for participation. This includes pre- and post-orientations, workshops, fulfilling WEX requirements, meeting all established program expectations, and positive successful employer evaluation report(s).

**\$100 perfect attendance incentive**

For youth participating in any work-based learning activity. Youth must have:

- No unexcused absences.
- No more than a single tardy of less than 15 minutes.
- Includes attendance at any required pre-/post-work orientations/job search workshops

# AJC Certification Policy

# Idaho One-Stop Policy

## American Job Center Certification

### Approved XX-XX-XXXX

**Reference:** WIOA Sec. 101(d)(6)(a); Sec. 121 (g); 20 CFR 378.800; 24 CFR 361.800 and 34 CFR 463.800; TEGL 16-16

**History:** Previously approved on April 7, 2020.

### Introduction

WIOA requires that the state board set assessment criteria in the State Plan for the local boards to use to certify one-stop centers and one-stop delivery systems operated in the local areas. The law and regulations specify the operations of the one-stop centers and the types of criteria used to assess them.

The governance of Idaho's workforce system is centralized under the Idaho Workforce Development Council, which serves as both the state board and local board. Policies made at the state level have to be broad enough to allow flexibility in service delivery at the local level. While the one-stop delivery system is intended to be a local collaboration, Idaho leverages a statewide framework that addresses varying levels of partner coordination in different locations and still provides consistency in quality service delivery to its citizens across the state.

### General Idaho Certification Criteria

One-Stop partner participants can belong to the American Job Center system at the following levels;

- **Network Partner**
- **Affiliate Center**
- **Comprehensive Center**

These levels are generally described in the statewide Idaho American Job Center MOU. Only Affiliate and Comprehensive centers are required to be certified.

The WIOA regulations at 20 CFR 678.800; 34 CFR 361.800 and 463.800 specify that certification criteria must evaluate the one-stop centers and system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement.

1. **Effectiveness:** Evaluations of effectiveness must include the following:
  - a. How well the One-Stop integrates available services, across system partners, to meet the workforce development needs of participants and the employment needs of local employers.

- b. The extent to which the One-Stop operates in a cost-efficient manner, as defined by the funding partner.
  - c. How access to partner program services is leveraged, to the maximum extent practicable, to provide services at times and locations that best meet the needs of participants and employers.
2. **Physical Accessibility:** Physical accessibility is the extent to which facilities are designed, constructed, or altered so they are accessible and usable to individuals with disabilities. Evaluations of physical accessibility should take into account both external accessibility and internal accessibility. Such actions include, but are not limited to:
- a. a review of the availability of transportation to the One-Stop Center,
  - b. access into the site location via ramps consistent with the Americans with Disabilities Act's (ADA) standards,
  - c. a review of the center's access to bathrooms,
  - d. adjustable work stations, and
  - e. appropriate signage, including signage to meet multilingual needs common to the specific region of the State, and signage for people with disabilities.

Evaluations of physical accessibility must use the checklist provided by Idaho's Statewide Equal Opportunity Officer and the results of the physical assessment must include a timeline describing when deficiencies will be corrected. Assessment results and timelines must be submitted to the Statewide Equal Opportunity Officer annually on or before September 1.

3. **Programmatic Accessibility:** Programmatic accessibility is the extent to which the full range of services is available to all customers, regardless of disability or cultural background. Such actions include, but are not limited to:
- a. Providing reasonable accommodations for individuals with disabilities;
  - b. Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities;
  - c. Administering programs in the most integrated setting appropriate (i.e. people with disability or cultural needs can be served in the same setting as those without, to the greatest extent possible);
  - d. Communicating with persons with disabilities as effectively as with others; and
  - e. Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity.

Evaluations of programmatic accessibility must use the checklist provided by Idaho's Statewide Equal Opportunity Officer and the results of the programmatic assessment must include a timeline describing when deficiencies will be corrected. Assessment results and timelines must be submitted to the Statewide Equal Opportunity Officer annually on or before September 1.

4. **Continuous Improvement:** Evaluations of continuous improvement include, but are not limited to:

- a. Whether participants and employers are satisfied with the services provided by the partners, including having systems in place to capture and respond to specific customer feedback.
- b. How well the One-Stop meets negotiated performance expectations.
- c. How well the One-Stop provides for professional staff development across the partners.
- d. How well the One-Stop identifies and responds to technical assistance needs.

#### Requirements for American Job Center Affiliate Centers

An affiliate American Job Center is a physical location where job seekers and employers can receive direct services. It is not necessary to have more than one-partner program at an affiliate site, and partner service provider locations are not required to become a certified affiliate. However, each location identified as an American Job Center (AJC) must be certified to ensure that service delivery standards are met.

The location must have at least one one-stop partner staff available in the center during all regular business hours. The services at the affiliate AJC location must be physically and programmatically accessible to individuals with disabilities and other individuals needing additional assistance, such as those with limited English proficiency.

The affiliate AJC must accept referrals from comprehensive and network partners for the services provided at that location and affiliate site partner staff must be able to make referrals for other one-stop partner services. Affiliate AJCs staff are required to coordinate customer and employer outreach with nearby comprehensive AJCs as well coordinate with AJC network partners.

The affiliate AJC must also provide a mechanism for customer feedback as well as accepting complaints. Certification requires the publication of the partner program performance reports and a review of customer feedback and complaints submitted.

#### Requirements for American Job Center Comprehensive Centers

In addition to meeting the affiliate AJC certification criteria, the comprehensive American Job Center meets all the WIOA regulatory requirements, including a service delivery area MOU and resource sharing agreement for the center's infrastructure and operating costs. Idaho is required, at a minimum, to have at least one comprehensive AJC in each of its designated local areas: Service Delivery Area 6 – East Central Idaho and the Balance of State.

#### Certification Criteria Categories

The certification criteria requirements for affiliate and comprehensive centers are listed separately in Attachment A in the following categories:

Effectiveness

- Program Services
- Service Delivery
- Common Branding
- Partner Coordination
- Other Building Requirements

#### Continuous Improvement

- Customer Feedback
- Staff Development
- Continuous Improvement Evaluation

Infrastructure Cost Sharing Agreement (comprehensive centers only)

### **Certification Procedures**

Certification of Idaho's one-stops begins with the managers of service locations seeking affiliate and comprehensive AJC certification submitting a request to the One-Stop Operator demonstrating their compliance with the certification criteria.

The Workforce Development Council's One-Stop Committee will review the requests and self-assessments and schedule a site visit to the center. The visit will include a review of the self-assessment, discussion on the extent to which service delivery is integrated, and review of customer feedback. The site visit leader will note any deficiencies against the approval criteria and make recommendations for coming into compliance.

The results of the site visit will be provided to the One-Stop Committee and a decision will be made to grant full certification, provisional certification or to deny certification. The Committee shall maintain a rubric to determine how full or provisional status should be granted. AJCs receiving full certification shall be granted the status for three years. Provisional certification shall be granted on a year-by-year basis with the AJC providing a report to the One-Stop Committee on progress towards correcting deficiencies as required by law.

### **Annual Assessment for Accessibility for Individuals with Disabilities**

The Workforce Development Council has an additional responsibility to ensure all affiliate and comprehensive AJCs are assessed annually for physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990.

To prevent duplication of efforts, the certification criteria also includes annual assessment requirements. The one-stop operator and the leadership of the American Jobs Centers are instructed to coordinate these assessments with the Statewide Equal Opportunity Officer and other entities with similar requirements to physically and/or programmatically inspect the one-stop centers. The results of the assessments, and plans to correct deficiencies (if any), shall be reviewed by the Council's One-Stop Committee. AJCs cannot become fully certified until they are in compliance; however, they may be provisionally certified while working towards compliance as required by law.

## Attachment A

### One-Stop/American Job Center Certification

#### Minimum Criteria

##### Affiliate One-Stop/American Job Center Requirements

Each site is asked to work together with leadership and staff to develop responses to the following:

I. Rank on a scale of 1 to 5, where the site believes it is in its path towards meeting, or exceeding, the stated standard.

5 = achieved the standard and excelling

4 = significantly meeting standard with some work yet to do

3 = have some of the elements in place, some of the time

2 = making progress but long way to go

1 = no progress yet

II. Provide **clear evidence** and **examples** of current status and future plans with strategies and timelines to reach these standards.

#### Effectiveness

Idaho's workforce partners must act as an integrated system. Client services should be aligned to common goals and the customer experience should be seamless – regardless of funding streams. Each customer is mutually regarded as a shared customer, with all staff and programs having a vested stake in that customer's success. Integration of programs is incorporated into planning, intake, assessment, registration, service processes, information sharing, resource decisions, actions, results, and analyses.

Based on the criteria below, check the box where you think the Center is with regard to Effectiveness.

5  4  3  2  1

**Program Services**

Direct services are provided to job seeker customers.  
 Services are available for employer customers.  
 Labor market information is available upon request and used to assist clients in making informed choices.  
 Access to additional programs and activities carried out by partners through referrals.  
 Accepts referrals from comprehensive and network partners.

Yes	No	How

**Service Delivery**

Physical location and program information is available online on Live Better Idaho.  
 Staff are available full-time.

Yes	No	How

**Common Branding**

All printed program materials in the comprehensive one-stop are branded in conformance with the Council's AJC Branding Policy.  
 All electronically available program materials in the comprehensive one-stop are branded in conformance with the Council's AJC Branding Policy.

Yes	No	How

**Partner Coordination**

Employer/Business Services are coordinated among the partners under a locally developed business outreach plan.  
 Participant outreach is coordinated among the partners under a locally developed outreach plan.

Yes	No	How

**Cost Effectiveness**

Center operates in a cost-efficient manner, as defined by the funding partner.

Yes	No	How

**Accessibility**

Improved availability, a welcoming atmosphere, inclusive settings, and high-quality customer service benefit all customers. American Job Centers extend services and outreach not just to individuals who walk in the door, but also to those who have become disengaged in the labor force. Integrated, quality services are provided to all customers within the center and via technology through online or phone access. Principles of universal design are considered in all aspects of accessibility.

Based on the criteria below, check the box where you think the Center is with regard to Accessibility.

5  4  3  2  1

**Programmatic Accessibility**

Reasonable accommodations are available for individuals with disabilities and services are delivered in the most integrated setting appropriate.

Electronic materials are 508 compliant.

Assistive technology is available.

Materials are printed in English and Spanish.

Electronic materials available in English and Spanish.

Yes	No	How

**Physical Accessibility**

Center is physically accessible for individuals with disabilities and assessment is performed/updated annually.

Yes	No	How

**Other Building Requirements**

Signage is highly visible and includes common identifier in accordance with Council's AJC Branding Policy.

Yes	No	How

Co-location encouraged for WIOA Title IB and Employment Services.

On or near public transportation route.

Open normal State of Idaho business hours. Other hours of service are encouraged to meet customer needs.


**Continuous Improvement**

Performance and value are ultimately judged by customers – businesses and job seekers. Customer-centered design relies upon satisfying customer needs, identifying shortcomings and responding accordingly on a timely and ongoing basis. Tools to obtain feedback are appropriate for each customer's use take into consideration factors including literacy levels, use of technology, disability, and language. The effectiveness of Idaho's One-Stop System for employers and job seekers is evident in system performance and service delivery decisions are based on data. On an ongoing basis, customer data from one-stop partners and regional economic data is collected, analyzed, and shared with all stakeholders. Plans for improvement, enhancement, or adjustment are established and acted upon.

Based on the criteria below, check the box where you think the Center is with regard to Continuous Improvement.

5  4  3  2  1

**Customer Feedback**

Complaints are accepted and acted upon.

Customers are asked to provide real-time feedback electronically or in writing.

Yes	No	How

**Staff Development**

Regular cross-training for all partner staff is provided.

Up-to-date training and referral resources available through an accessible web portal.

Yes	No	How

**Continuous Improvement Evaluation**

Program performance outcomes are made publicly accessible.  
 Program performance meets/exceeds negotiated performance expectations.  
 Review of customer feedback from individuals and employers/businesses is completed at least quarterly and improvement plans are developed/implemented.

Yes	No	How

**One-Stop/American Job Center Certification**

**Minimum Criteria**

**Comprehensive One Stop/American Job Center Requirements**

Each site is asked to work together with leadership and staff to develop responses to the following:

I. Rank on a scale of 1 to 5, where the site believes it is in its path towards meeting, or exceeding, the stated standard.

- 5 = achieved the standard and excelling
- 4 = significantly meeting standard with some work yet to do
- 3 = have some of the elements in place, some of the time
- 2 = making progress but long way to go
- 1 = no progress yet

II. Provide **clear evidence** and **examples** of current status and future plans with strategies and timelines to reach these standards.

**Effectiveness**

Idaho's workforce partners must act as an integrated system. Client services should be aligned to common goals and the customer experience should be seamless – regardless of funding streams. Each customer is mutually regarded as a shared customer, with all staff and programs having a vested stake in that customer's success. Integration of programs is incorporated into planning, intake, assessment, registration, service processes, information sharing, resource decisions, actions, results, and analyses.

Based on the criteria below, check the box where you think the Center is with regard to Effectiveness.

5  4  3  2  1

**Program Services**

Career Services provided to job seekers and coordinated with core partners.

Employer Services provided to employers and coordinated with core partners.

Labor Market Information readily available and used by career service providers to assist clients in making informed choices.

Access to training services provided through approved eligible training providers.

Staff provides access to additional programs and activities carried out by partners through referrals.

Yes	No	How

**Service Delivery**

Physical location is made available online and additional program information is provided to career services staff for cross-training.

WIOA Title IB staff located full-time.

Employment Service staff located full-time.

Customers can receive direct service from a staff member during their first site visit, either a complete assessment or an actionable next step.

Customers can directly serve themselves from available resources in the center.

Front-line staff can perform an initial review of one-stop partner programs that may be applicable to the customer.

Yes	No	How

**Common Branding**

All printed program materials in the comprehensive one-stop are branded in conformance with the Council's AJC Branding Policy.

All electronically available program materials in the comprehensive one-stop are branded in conformance with the Council's AJC Branding Policy.

Yes	No	How

**Partner Coordination**

Employer/Business Services are coordinated among the partners under a locally developed business outreach plan.

Coordinated on-site intake process/initial interview is available.

Participant outreach is coordinated among the partners under a locally developed outreach plan.

Yes	No	How

**Cost Effectiveness**

Center operates in a cost-efficient manner, as defined by the funding partner.

Yes	No	How

**Accessibility**

Improved availability, a welcoming atmosphere, inclusive settings, and high-quality customer service benefit all customers. American Job Centers extend services and outreach not just to individuals who walk in the door, but also to those who have become disengaged in the labor force. Integrated, quality services are provided to all customers within the center and via technology through online or phone access. Principles of universal design are considered in all aspects of accessibility.

Based on the criteria below, check the box where you think the Center is with regard to Accessibility.

5  4  3  2  1

**Programmatic Accessibility**

Reasonable accommodations are available for individuals with disabilities and services are delivered in the most integrated setting appropriate.

Electronic materials are 508 compliant.

Multiple sets of assistive technology are available.

Large screen monitors are available.

Materials are printed in English and Spanish.

Electronic materials available in English and Spanish.

Translation/interpretation services are immediately available when needed.

Programmatic assessment is performed/updated annually.

Yes	No	How

**Physical Accessibility**

Center is physically accessible for individuals with disabilities and assessment is performed/updated annually.

Yes	No	How

**Other Building Requirements**

Signage is highly visible and includes common identifier in accordance with Council's AJC Branding Policy.

On public transportation route.

Private room for counseling available.

Conference room with technology for audio/video available.

Open normal State of Idaho business hours. Other hours of service are encouraged to meet customer needs.

Yes	No	How

**Continuous Improvement**

Performance and value are ultimately judged by customers – businesses and job seekers. Customer-centered design relies upon satisfying customer needs, identifying shortcomings and responding accordingly on a timely and ongoing basis. Tools to obtain feedback are appropriate for each customer's use take into consideration factors including literacy levels, use of technology, disability, and language. The effectiveness of Idaho's One-Stop System for employers and job seekers is evident in system performance and service delivery decisions are based on data. On an ongoing basis, customer data from one-stop partners and regional economic data is collected, analyzed, and shared with all stakeholders. Plans for improvement, enhancement, or adjustment are established and acted upon.

Based on the criteria below, check the box where you think the Center is with regard to Continuous Improvement.

5  4  3  2  1

**Customer Feedback**

Complaints are accepted and acted upon.

Customers are encouraged to provide real-time feedback electronically or in writing.

Yes	No	How
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

**Staff Development**

Regular cross-training for all partner staff is provided.

Up-to-date training and referral resources available through an accessible web portal.

Yes	No	How
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

**Continuous Improvement Evaluation**

Program performance outcomes are made publicly accessible.

Program performance meets/exceeds negotiated performance expectations.

Yes	No	How
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Review of data on serving individuals with barriers to employment is discussed quarterly by partners and improvement plans are developed/implemented.

Review of customer feedback from individuals and employers/businesses is discussed quarterly by partners and improvement plans are developed/implemented.

***Infrastructure Cost-Sharing Agreement***

A MOU with all partners, including an infrastructure cost sharing agreement is signed.


Yes	No	How

# Designation of Local Workforce Development Area Policy

## Idaho Policy for Designation of Local Workforce Development Area Under the Workforce Innovation and Opportunity Act (WIOA) Updated XX-XX-XXXX

**Purpose:** As directed by the U.S. Department of Labor, the Workforce Innovation and Opportunity Act of 2014 requires the Governor to develop a policy for designation of local workforce development areas in consultation with the State Workforce Development Council, chief elected officials and consideration of public comments.

**Reference:** WIOA Section 106(b); 20 CFR 679  
Idaho Policy for Designation of Local Workforce Development Areas Under the Workforce Innovation and Opportunity Act (WIOA) Adopted October 19, 2015 (replaced on 4/20/2020)

### Definitions

Initial Designation – The period of initial designation applies to program years 2015 and 2016 for the two existing local areas under WIA.

Subsequent Designation – The period of subsequent designation applies to program years 2019 and beyond.

Performed Successfully – Met or exceeded the negotiated levels of performance for the last two consecutive program years and has not failed any individual measure during the same period.

Sustained Fiscal Integrity – The Secretary of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration of the two-year period preceding the determination.

### Background

In 2005, Governor Kempthorne desired to consolidate the existing six local workforce development areas into a single state area. Due to regulatory constraints, Governor Kempthorne instead created two local areas: the East-Central District local area and the Balance of State local area. Subsequently, these two local areas have operated as a consortium and single, statewide planning region with the Workforce Development Council serving as the local board, under a USDOL approved waiver.

### Initial Designation under WIOA – WIOA Sec. 106(b)(2)

The East-Central District local area and the Balance of Idaho local area met the eligibility requirements for initial designation as local areas under WIOA by having performed successfully and sustained fiscal integrity. The Governor's Workforce Development Council recommended for the Governor's approval the initial designation of these two local areas through June 30, 2017.

### Subsequent Designation under WIOA--WIOA Sec. 106(b)(3)/ 20 CFR 679.260(b)(2)

After July 1, 2019, the two existing local areas continue to be eligible for subsequent designation if each performed successfully based on all six of the WIOA indicators of performance, sustained fiscal integrity and meet the requirements for regional planning as outlined in WIOA Sec. 106(c)(1). The local areas and chief elected official are considered to have requested continued designation unless the local area and chief elected official notify the Governor that they no longer seek designation.

### Designation of Local Areas -- WIOA Section 106(b)(4)/ 20 CFR 679.230 & 679.240

Upon the Council's recommendation to the Governor, the Governor may approve a request from any unit of general local government, including combination of such units, for a geographic area to be designated as a local

area. Consideration for designation will be made at the discretion of the Governor, as noted in Sec. 106(b)(1)(B), once the applicants fulfill the requirements below and a public comment process is completed.

Applicants will be required to submit the following information in consideration of local area designation under WIOA:

- Submit an application for designation prior to December 1<sup>st</sup> for consideration for the subsequent program year to:
  - Idaho Workforce Development Council
  - Attn: Executive Director
  - PO Box 83720
  - Boise ID 83720
- Demonstrate a common economic development and labor market area through commute patterns and/or other economic and workforce factors;
- Include letters of commitment from local elected officials and employers;
- Identify available and appropriate education and training institutions;
- Identify an entity that can serve as a WIOA-compliant local workforce development board\*; and
- Identify federal and non-federal resources to administer the activities of the local board under WIOA subtitle B.

***\*A concurrent application for certification of a local workforce board should be submitted according to the Idaho Policy for Appointment/Certification of Local Workforce Development Boards.***

#### **Local Area Designation Timeline-**

1. The Workforce Development Council will review the application during its next quarterly meeting to assess whether to forward the recommendation to the Governor for approval.
  - a. If approved by the council, it may be forwarded to Governor with a recommendation for approval.
    - i. The Governor then may approve or deny the recommendation prior to the beginning of the program year. If denied, the applicant may then follow the Appeals process as outlined below.
  - b. If denied by the council, the applicant may then follow the Appeals process as outlined below.
2. The council may determine it needs additional information after initial review of the applicant's submission. If so, it will request additional information for discussion during its next quarterly meeting.
  - a. Upon review of this additional information, the council will then determine whether to forward a recommendation for designation or to deny the application.
    - i. If approved, the process follows as noted in 1.a above.
    - ii. If the council denies the application, then it follows steps 1.b above.

#### **Redesignation Assistance under WIOA--WIOA Section 106(b)(6)/ 20 CFR 679.280**

At the request of each of the local areas in a planning region, statewide funds will be made available to facilitate activities required for redesignation of the existing local areas into a single local area. If statewide funds are not available, they may be provided in the next available program year.

Redesignation activities that may be carried out by the local areas include:

- Convening sessions and conferences;
- Renegotiation of contracts and agreements; and
- Other activities directly associated with the redesignation as deemed appropriate by the Council.

**Appeals** - WIOA Section 106(b)(5)/20 CFR 683.640 Denial of Local Area Designation

A unit of general local government that requests but is not granted designation as a local workforce development area under section 106 (b) (2) or (3) may submit an appeal to the State Workforce Development Council.

The existing designated workforce areas will continue while the appeal is in progress and will be modified should the initial denial of designation be overturned.

a. Appeal to the State Workforce Development Council

All such appeals shall be in writing and be filed within twenty (20) calendar days of the date the denial letter was mailed by the Governor or the Governor's designee. The appeal must include all factual and legal arguments as to why the appeal should be granted. The appeal shall be filed with the Executive Director of the Workforce Development Council, P.O. Box 83720, Boise, ID 83720. The Executive Director shall promptly acknowledge receipt of the appeal.

The appeal shall be deemed timely filed if it is received by the Executive Director of the Workforce Development Council within the 20-day period, unless the appeal is filed by mail, in which case the official postmark affixed by the U. S. Postal Service shall be deemed to be the date of filing. Any appeal that is filed late shall be summarily dismissed.

The Chair of the Council will select a hearing officer. The appeal shall be heard by the hearing officer not more than forty-five (45) days after the appeal was filed. With the consent of the appealing party, the hearing may be held after the 45-day period, but in no case shall the hearing be conducted more than sixty (60) days after the appeal was filed.

The hearing officer shall inform the appellant of the date, time and place of the hearing by written notice mailed at least ten (10) calendar days in advance. The appellant shall have the right to present testimony and documentary evidence, to offer evidence in rebuttal, to present oral argument and to be represented by legal counsel. All testimony received by the hearing officer shall be under oath or affirmation. If the appellant retains legal counsel, federal WIOA funds cannot be used for remuneration.

An appellant must establish that it is entitled to designation as a local area according to this policy and WIOA.

Within fifteen (15) days of the hearing, the hearing officer shall issue a recommended decision, which shall include findings of fact, recommendations, and the basis, therefore. That decision shall be mailed to the appealing party. The hearing officer shall file a copy of the recommended decision with the Executive Director of the Council.

The recommended decision of the hearing officer shall be placed on the agenda of the next Council meeting for disposition, if there are at least 14 calendar days remaining prior to the meeting; however, if no Council meeting is scheduled within forty-five (45) days of the date the decision was issued, a special meeting of the Council, or a Committee designated by the Chair, shall be conducted within that 45-day period to accept, reject or modify the hearing officer's recommended decision.

In its deliberations, the Council shall consider only the evidence presented to the hearing officer. The Council shall not receive or consider any evidence not presented to the hearing officer. The decision of the Council shall be reduced to writing and be mailed to the Governor and the appealing party. The decision must set out in summary fashion the Council's findings and conclusions. The Council may adopt, in whole or in part, the findings of fact, recommendations and rationale of the hearing officer.

b. Appeal to USDOL

If a timely appeal of the decision does not result in the requested designation, the unit of general local government or grant recipient may further appeal the designation decision to the U.S. Secretary of Labor within thirty (30) days after receipt of the Council's written decision. The appeal to the Secretary must be consistent with the requirements of the Workforce Innovation and Opportunity Act. The Secretary, after receiving a request for review and upon determining that the entity has met the burden of establishing that it was not accorded procedural rights under the appeal process established in the state plan, or that the area meets the requirements of Section 106(b) paragraph (2) or (3) and 20 CFR 679.250, as appropriate, may require that the area be designated as a local area. As part of this determination, the Secretary may consider comments submitted by the Council in response to the appeal.

Appeals made to the Secretary must be filed no later than 30 days after receipt of written notification of the denial from the Council, and must be submitted by certified mail, return receipt requested, to:

Secretary, U.S. Department of Labor  
Attention: ASET  
200 Constitution Ave NW  
Washington, DC 20210

A copy of the appeal must also be simultaneously provided to the State Council, submitted to:

Workforce Development Council  
PO Box 83720  
Boise ID 83720

The Secretary will notify the Governor and the appellant in writing of the Secretary's decision.

# Committee Reports

## Committee Reports

<b>Executive Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
March 10, 2022	FY23 Budget Update	Ms. Secrist shared the result of budget setting by JFAC.
March 10, 2022	WIOA Youth Transfers between Service Delivery Areas	Approved request from IDOL to transfer Youth funds between service delivery areas.
March 10, 2022	WIOA Youth Incentives	Temporarily approved changes to the WIOA Youth Incentives until the June 8 Council meeting.
March 10, 2022	2022 WIOA State Plan Update	Approved submission of the 2022 WIOA State Plan modification.
March 10, 2022	Executive Director's Report	Ms. Secrist shared that LSO will be conducting a management review of the agency this Spring. The statute change for youth employment programs has passed the Senate and is going to vote in the House. Staff are working on an application for a VISTA volunteer. The April Executive Committee meeting will begin with a joint meeting of the SBOE officers.
March 10, 2022	Review March 16 Council Meeting Agenda	The March 16 Council meeting agenda was reviewed.
March 10, 2022	Workforce Board Training	The committee discussed the California Workforce Board Training and options to develop onboarding training for new Council members.
April 14, 2022	Joint State Board of Education & WDC Executive Committee Meeting	The joint committees discussed legislative actions, nursing education/workforce development, career exploration, Next Steps Idaho, Apply Idaho and the Eastern Idaho Nuclear Consortium.
April 14, 2022	Office Relocation Budget Implications	Ms. Secrist shared options for the WDC - moving into the Capitol Annex or commercial space on Parkcenter. The Committee approved the Capitol Annex move.

<b>Executive Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 14, 2022	North Idaho College – Innovation Grant	Approved the North Idaho College Innovation Grant request for \$524,170.21.
April 14, 2022	WIOA Youth Funding Transfer Request	Approved request from IDOL to transfer Youth funds between service delivery areas.
April 14, 2022	Launch Policy Discussion	Ms. Secrist asked the committee to provide feedback on options the Policy Committee is considering to expand Launch while ARPA funds are available.
April 14, 2022	ARPA Funds for Workforce Training	Ms. Secrist shared that there may be applications from two statewide organizations for funding for the TPM regional project managers. The committee felt that those should receive full consideration and if the review committee recommends funding the Council could be asked to increase this allocation.
April 14, 2022	WDC Staff Expansion Plans	Ms. Secrist reviewed an organizational chart with the new positions included.
May 12, 2022	Review Staff Recommendations for ARPA Allocations	Ms. Secrist shared a spreadsheet showing the original allocations from the white paper alongside a revised amount based on staff recommendations. The committee recommends approval of the modifications to the full council on June 8.
May 12, 2022	Discuss Process to Approve TPM Project Manager Applications	Chair Hoehne has appointed a review committee for the TPM project managers. The executive committee will provide the final approval of their recommendation and the Council will approve the total amount of funding for this activity.
May 12, 2022	Boise State University – Industry Sector Grant	Approved the Boise State University Industry Sector Grant request for \$779,023.
May 12, 2022	Idaho Department of Corrections – Innovation Grant	Approved the Idaho Department of Corrections Innovation Grant request for \$24,997.68.

<b>Executive Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
May 12, 2022	June 8 Council Meeting Agenda Discussion	Reviewed agenda items for the June 8 Council meeting.
May 12, 2022	June 9 Executive Committee	Decided to move the June 9 meeting to June 7 to take advantage of executive committee members being in town.
May 12, 2022	Executive Director's Report	Ms. Secrist provided an update on the upcoming move to the Capitol Annex, the Launch Survey, and the Child Care Committee.

<b>Child Care Expansion Grant Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
May 4, 2022	Committee Organization	Discussed committee structure and role in framing policy and grant parameters.
May 4, 2022	Timeline for Policy Development	Outlined steps for developing policy framework in relation to when policy would need to be approved by the Council for the soonest date the Child Care Expansion Grant applications to go live.
May 4, 2022	Next Steps	Committee members to gather helpful resources for policy parameters and application build. Outline action steps to be completed at next meeting.
May 19, 2022	Draft Child Care Expansion Grant Policy	Discussed and draft grant policy surrounding eligibility, exclusions, timelines, and scoring.
May 31, 2022	Child Care Expansion Grant Policy Recommendation for Council	Recommended approval of the Child Care Expansion Grant Policy to the Council.
May 31, 2022	Review/Finalize Application Questions	Ms. Ames will send draft questions to the Committee for comments.
May 31, 2022	Develop Scoring Rubric	Moved to next meeting.

<b>Grant Review Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
March 22, 2022	Employer Grant Policy Rubric Discussion	Reviewed a first draft of the Employer Grant Rubric and provided feedback to Mr. Thomsen.
March 22, 2022	North Idaho College Innovation Grant	Recommend approval of the North Idaho College Innovation Grant in the full amount of \$524,170.21 to the Executive Committee.
April 26, 2022	Employer Grant Policy Rubric Discussion	Recommend approval of the Employer Grant Policy Rubric as presented to the Policy Committee.
April 26, 2022	Boise State University – Industry Sector Grant	Recommend approval of the Boise State University Industry Sector Grant in the full amount of \$779,023 to the Executive Committee.
April 26, 2022	Idaho Department of Corrections – Innovation Grant	Recommend approval of the IDOC Innovation Grant in the full amount of \$24,997.68 to the Executive Committee.
May 24, 2022	Southeast Idaho Council of Governments – Get Found First Employer Grant	Recommend Approval of the Southeast Idaho Council of Governments Get Found First Employer Grant in the full amount of \$35,000 to the Executive Committee.

<b>One-Stop Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 12, 2022	Data Labs Project Team Presentation	The Data Labs team presented their final project overview to the Committee.
April 12, 2022	Mississippi Hub Project Presentation	Guests from Mississippi presented on the evolution of their WIOA Data Hub.
April 12, 2022	Discussion on Next Steps	The Committee would like the Data Labs team to continue working on a project plan and budget for implementation of Mississippi's Hub in Idaho.
May 10, 2022	EO Survey & ADA Assessments – Due September 1	EO Survey and ADA Assessment summaries need to be sent to Janelle McDonald at DHR by September 1.

<b>One-Stop Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
May 10, 2022	Business Services Leadership Group	The leadership group will be shifting to quarterly meetings. Resources are being developed for the regional groups and a training on OFCCP requirements will be held soon.
May 10, 2022	Review One-Stop "Website & Calendar"	Ms. Carr and Ms. Nash showed new resources being incorporated into IDOLs website for the One-Stop System.
May 10, 2022	Next Steps for Data Labs/Mississippi Hub Project	The Data Labs team is working on scheduling a meeting with Mississippi.
May 10, 2022	AJC Certification Policy Review/Update	Recommended approval of the AJC Certification Policy and Criteria to the Council with the removal of Live Better Idaho references.
May 10, 2022	Designation of Local Workforce Development Areas Policy	Recommended approval of the Designation of Local Workforce Development Areas to the Council.
May 10, 2022	Youth Incentive Options	Recommended approval of the Youth Incentives to the Council.
May 10, 2022	AJC Branding Policy Review/Update	Began discussion on system branding - will continue at next meeting.

<b>Outreach Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 6, 2022	State Board of Education – Online Idaho	Approved \$60,000 to improve and provide outreach for Online Idaho \$15,000 now for optimization, and \$45,000 for outreach upon approval.
April 6, 2022	Initial Budget Discussion	Discussion of budget proposal format for recommendation to full Council in June.
April 6, 2022	Updates and Potential Projects	Updates from committee members on existing outreach efforts.

<b>Outreach Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
May 4, 2022	FY23 Outreach Projects Budget Proposal	Finalized and approved budget request for \$350,000 for FY23.
May 4, 2022	Updates and Potential Projects	Updates from committee members on existing outreach efforts.

<b>TPM Project Manager Selection Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
May 27, 2022	Overview of Applications	Ms. Secrist provided a summary of each proposal.
May 27, 2022	Recommend Awards	Recommended funding for Coeur d'Alene Economic Development Corporation (Region 1), Clearwater Economic Development Association (Region 2), 1 Percent Consulting (Region 3), College of Southern Idaho (Region 4), Center for Advanced Energy Studies (Regions 5 & 6), Associated General Contractors (statewide), and Idaho Manufacturing Alliance (statewide) in the total amount of \$1,200,537.90.

<b>Work-Based Learning Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 5, 2022	Mentor Training Program – Update	The Idaho Department of Labor under the Apprenticeship State Expansion Grant has created a Mentor Training Program that is now available online. The training is broken into 3 sessions. Each session has 3 modules that range in time from 8-25 minutes. The goal of creating the training program is to enhance the apprenticeship experience for both the mentor and the mentee.

<b>Work-Based Learning Committee Report</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 5, 2022	Work-Based Learning Survey Discussion Continued	Committee finalized the initial review of the definitions and outcome of the WBL survey that went out in June of 2021. The WBL committee will review the final draft version at the May meeting.
May 3, 2022	WBL Definitions and Outcomes Next Steps	The Work-Based Learning Committee did not meet quorum for the May 3rd meeting. Agenda items will be discussed at the June 7th meeting.
May 3, 2022	Apprenticeship Building America (ABA) Grant Application	The Work-Based Learning Committee did not meet quorum for the May 3rd meeting. Agenda items will be discussed at the June 7th meeting.
May 3, 2022	Governor's Leading Idaho Initiative	The Work-Based Learning Committee did not meet quorum for the May 3rd meeting. Agenda items will be discussed at the June 7th meeting.

<b>Workforce Development Policy Committee</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
March 15, 2022	Launch Course Approvals	The Committee approved new Launch courses as presented.
March 15, 2022	Policy Committee Annual Calendar	Reviewed an annual schedule for committee responsibilities. Suggest that joint discussions with Grant Review Committee should occur at two back-to-back Council meetings annually.
March 15, 2022	Quantitative Funding Model – Annual Review	Moved to next meeting.
March 15, 2022	WDC Budget Update	Reviewed ARPA funding for Workforce Training and discussed potential policy changes.
April 19, 2022	Launch Course Approvals	The Committee approved new Launch courses as presented.

<b>Workforce Development Policy Committee</b>		
<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Overview/Status</b>
April 19, 2022	Eligible Training Provider Appeal – Boise Code Works	The committee approved the Boise Code Works appeal and added software development back to the ETP list of occupations.
April 19, 2022	Discussion on Launch Policy Updates	Discussed options to modify Launch requirements while ARPA funds are available.
May 17, 2022	Employer Grant Rubric & QFM Approval	The Committee reviewed the recommendation for the Employer Grant Rubric from the Grant Review Committee and approved it. The Committee also reviewed the QFM and determined no changes were needed.
May 17, 2022	Launch Course Approvals	The Committee approved new Launch courses as presented.
May 17, 2022	FY23 Launch Funding Request to Council	Recommended \$250,000 in WDTF to be set aside for Launch for FY23 to cover participants not eligible for ARPA funding.
May 17, 2022	ARPA Addendum to the Financial Support for Short-Term Workforce Training	Recommended approval of ARPA Addendum to Council.
May 17, 2022	FY23 Research/Data Needs	Moved to next meeting.
May 17, 2022	Workforce Development Training Fund Policy – Registered Apprenticeship Incentive	Moved to next meeting.

# Idaho Trucking Association



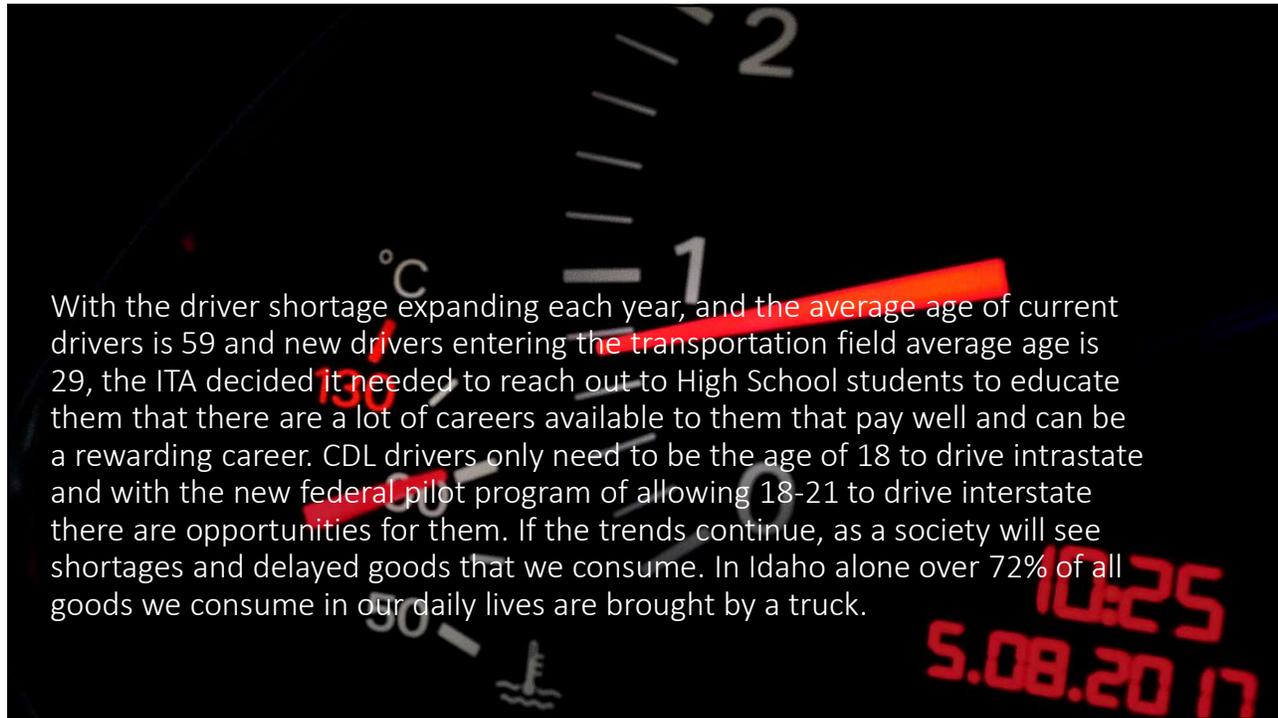
Since 1937

1

The Trucking Industry is short 80,000 drivers, In Idaho alone it is estimated at 5000



2



3

- The ITA pre covid went to a few classrooms to discuss transportation careers with students and pass out documentation on what it is like, what kind of pay can you expect, and the different kinds of driving, long haul, short haul (home every day) and other career opportunities in the transportation field.



4



- The ITA wanted to step up its A game with High School Students, to do this we needed to obtain a truck simulator

5



- The ITA applied for a workforce development grant to purchase a truck simulator and the ITA contributed the purchase of a truck and trailer to haul the truck simulator to High Schools and other events

6



- The ITA applied for the grant from workforce development to not only help its membership base out, but it would help the Idaho Trucking Industry as well

7



- Since March 1<sup>st</sup>, 2022, the ITA truck simulator has been going to High Schools throughout Idaho, and to the Idaho State FFA Convention, to date 769 students have participated with the truck simulator.

8

When the ITA launched the truck simulator along with Governor Brad Little, we received over 30 email requests from schools asking for it in 24 hrs., some schools post social media, some send us thank you cards. This new program is well received by students and school staff.

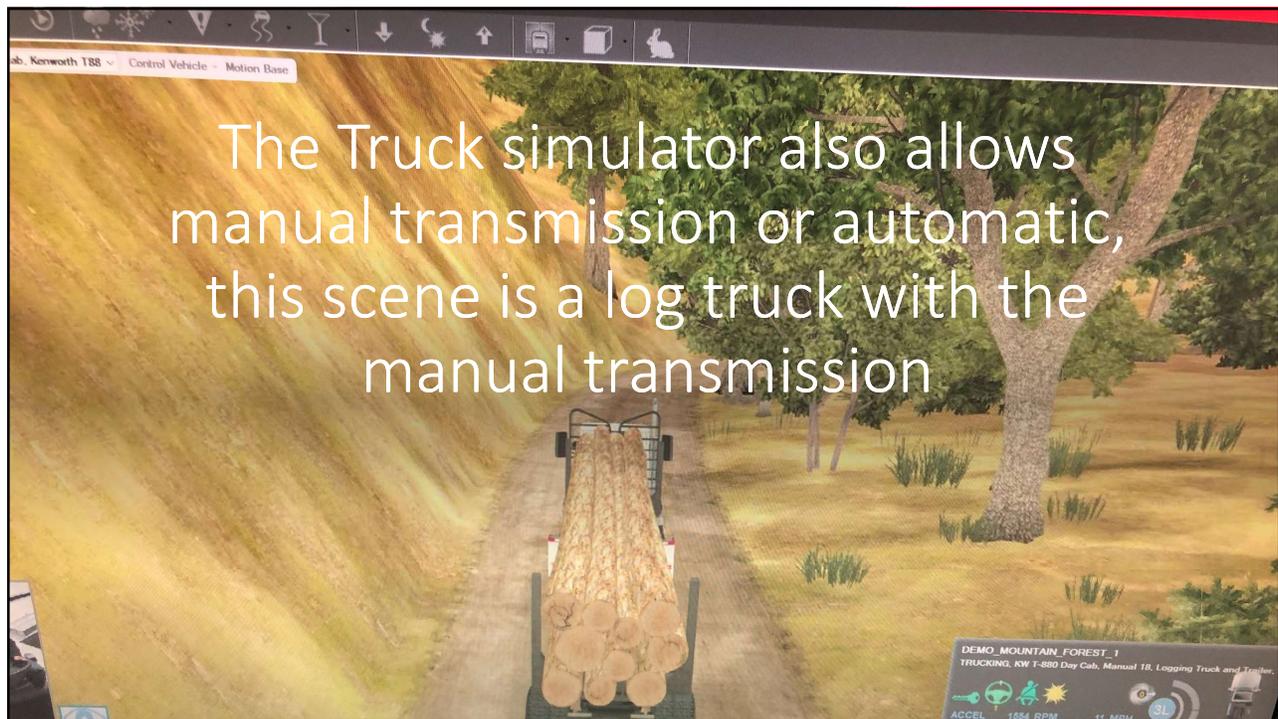


9



- The truck simulator has over 250 different truck configurations, over the road trucks, log trucks, freeway driving, urban driving, and the mountains just to name a few

10



11



- The ITA has visited large schools, and small schools were grades k-12 are in one building, this picture is the at the 2022 Idaho FFA State Convention

12

- With the grant, Idaho PBS is making a trucking video to show the students along with participating with the truck simulator, the drivers and trucks in the video are ITA members, a short teaser of the video is next



13



14



- The ITA would like to thank Governor Brad Little and the Idaho Workforce Development Council for making this truck simulator a reality to inform High School Students of the job opportunities in the transportation industry