

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair
B. J. Swanson
Vice Chair

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

Meeting Minutes

Date: Thursday, April 11, 2019
Time: 8:00 a.m. – 5:00 p.m. (Mountain Time)
Location: Micron
8000 South Federal Way
Boise, ID 83707

Meeting Conducted By: Trent Clark, Chairman

Staff: Wendi Secrist, Paige Nielebeck, Matthew Thomsen, Caty Solace

*Workforce Development Council is hereafter referred to as WDC

Call to order at 8:00 AM

Welcome & Introductions

WDC Members and guests introduced themselves.

Roll Call – Quorum Met (see attached)

***Review/Approve Agenda**

Agenda Approved

***Approve Minutes from January 10, 2019 Meeting**

Motion by Mr. Wiesmore to approve the January 10, 2019 minutes as written. Second by Mr. Van Vleet. Motion carried.

Micron Welcome

Mr. Hjelle welcomed everyone to Micron and provided an overview of the company.

Strategic Planning – Please see attached presentation

Mr. Hill went over the agenda for the strategic planning discussion. The Council will be reviewing the following items:

- Principles
- Brand
- Strategies

- Mission
- Vision

Principles

Mr. Hill reviewed Principals that were proposed through the online survey. The Council is content with the principles that were listed.

Brand

Mr. Hill reviewed “brand” suggestions from the online survey and refined them as follows:

The Workforce Development Council is:

- A trusted partner that is future focused and visionary in connecting stakeholders and increasing opportunity in Idaho.
- Innovative, adaptive, responsive, and collaborative in attracting, developing and retaining a skilled workforce.
- The conduit to ensure that there is a shared responsibility between Idaho’s education system and its employers.
- The leader in improving (changing) perceptions about the value of all pathways to careers.
- Recognized leader in increasing pathways to careers satisfying the needs of Idaho’s employers.

Strategies

Mr. Hill reviewed the Goals of the Council which are provided by the Governor in his Executive Order. The following strategies were refined by the Council:

Goal - Increase public awareness of and access to career education and training opportunities.

Strategies

- Utilize personal contact, digital, and traditional media to communicate with our target audiences and those who influence and support them.
- Collaborate with partners to maximize reach and effectiveness of all outreach efforts; enhance and expand Idahoan’s perceptions of, (easy) access to and persistence in pathways to careers.
- Identify, develop, connect, and activate a diverse network of influencers throughout the state that can distribute information and resources in a way appropriate to their locale.

Goal - Improve the effectiveness, quality and coordination of programs and services designed to maintain a highly skilled workforce.

Strategies

- Create, align, and sustain partnerships with stakeholders to implement workforce development programs.
- Support development in work-based learning and innovative programs to drive Idaho’s present and future workforce solutions.
- Leverage existing local employer-focused initiatives to build and support effective pathways to connect Idahoans to careers.
- Cultivate a high-quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services and information.
- Champion public policy initiatives that enable a dynamic response to evolving industry needs.

Goal - Provide for the most effective use of federal, state, and local workforce development resources.

Strategies

- Be objective, data driven, and accountable.
- Build trust in decision making based on an understanding of the resources available and projected outcomes.
- Identify gaps and opportunities in the workforce system and initiate or support policy and/or allocate resources to meet them.
- Identify (quality) best practices – seek to replicate and scale.

Break: 10:40 am – 10:50 am

Mission

Mr. Hill reviewed the starting points for the Mission and the Council refined them as follows:

- We champion effective workforce development strategies that prepare Idahoans for careers to align with the evolving needs of our employers today and tomorrow.

Vision

Mr. Hill reviewed the starting points for the Vision and the Council refined them as follows:

- Idahoans are accessing responsive workforce development opportunities that allow them to participate succeed in a rapidly changing economy.
- Idaho's workforce is diverse and prepared to meet the needs of our unique communities and employers.
- Transforming lives and strengthening employers.
- A nimble, integrated workforce development system that engages stakeholders throughout Idaho.

Next Steps Progress Report

Casey Bender presented a Next Steps Update. Please see attached presentation.

How do you see this integrating with existing initiatives?

- This is not fully defined yet. There is still a lot of discussion around what resources will be displayed on NextSteps.
- One of the strengths of the concept is that it is an integrated concept. We have all the State of Idaho working together on a common goal.

Is there a connection to NextSteps through the WDC website?

- Not yet. In the future this will happen.
- Idaho Works is already connected.

Strategies 360 is also working on updating the ApprenticeshipIdaho website to make it more action oriented and searchable.

Will promotional material be created for this?

- There is no promotion budget currently, but this is where the Outreach Committee can support the initiative.

Lunch: 12:00 pm – 12:45 pm

Micron Tour

The Council members and guests took a tour of the Micron facility.

Executive Committee Report

Chairman Clark reviewed the January 10 discussion about the Grant Review Committee reviewing the grants and recommending them to the Executive Committee. The Executive Committee would then check to ensure that the Grant Committee followed policy and then approve or disapprove the grant. The Council has control over the grants through the policies. If any council member feels that a grant was approved that should not have been, they can look at the policy and bring issues they see with the policy to the Council. A few council members had expressed their concern in transparency with this process. Chairman Clark provided the Council the opportunity to look through the Executive Committee Report and ask any questions or voice any concerns.

A question was raised on how the Council members would get more information on these grants if the minutes are not enough.

- They can call Wendi to get the information.

The change in the process is about having a checks and balance system. Out of the estimated billion dollars that is spent on workforce training each year (public & private), we have control over \$3-4 million. This should be able to work on autopilot with good policy.

With the grant funds there is some sort of report that is sent back about the efficacy of the funds? When can the council expect to see those?

- Ms. Secrist is meeting next week with the research team at IDOL to start working on the evaluation. The data we have currently is from grants that are just closing which were allocated before this council was created. The plan is to update the numbers in the evaluation annually and the narrative every two years.

Executive Director & Financial Update

IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL REPORT AS OF February 28, 2019

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$338,593	\$210,337	62%	\$128,256
Benefits	\$133,107	\$79,329	60%	\$53,778
PERSONNEL	\$471,700	\$289,666	61%	\$182,034
Administrative Services & Supplies	\$6,171	\$3,086	50%	\$3,085
Communication Costs	\$7,500	\$1,909	25%	\$5,591
Computer Services & Supplies	\$22,100	\$8,237	37%	\$13,863
Employee Development Costs	\$8,500	\$7,899	93% ¹	\$601
Employee Travel Costs	\$45,000	\$13,580	30%	\$31,420
General & Professional Services	\$377,200	\$172,372	46%	\$204,828
Miscellaneous Expenditures	\$47,629	\$21,790	46%	\$25,839
Rentals & Operating Leases	\$4,200	\$3,526	84%	\$674
Repair & Maintenance Services & Supplies	\$1,600	\$2,600	162%	-\$1,000
OPERATING	\$519,900	\$234,999	45%	\$284,901
Grand Total	\$991,600	\$524,665	53%	\$466,935
		% OF YR ELAPSED	58%	
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,561,500	\$1,850,901	24%	\$6,961,687

WDTF Financial Summary	
WDTF Cash Balance 4/3/19	\$16,924,633
Obligated Employer Grants	\$6,439,866
Obligated Industry Sector Grants	\$1,975,943
Obligated Innovation Grants	\$68,870
*Obligated Outreach Projects	\$177,034
FY 19 WDTF Admin Costs	\$405,244
WDTF Obligated Balance	\$9,066,957
Unobligated Balance	\$7,857,678
Proposals Under Review	\$0
Outreach Proposals Under Review	\$152,500
Unobligated Balance if all funded	\$7,705,178

¹ \$3,675 of this amount was reimbursed from Idaho Department of Labor for 1/2 of NGA dues, but is included in Revenue and is not shown here.

*Includes funded projects only - Council set aside up to \$500,000 for Outreach Projects for FY19. \$123,000 was moved into the operating budget for the Adult Learner Scholarship. Total obligation is \$300,034.

The WDC's budget was approved by the Legislature and signed by the Governor.

Is the plan to allocate the unobligated balance by the end of the year?

- No, it carries over to the next year. We do not revert funds if they haven't been obligated.

Each year the WDTF is funded by a 3% offset of the unemployment insurance taxes that are paid by employers. Those funds are then put into our account monthly. We anticipate that we will receive \$3.6 million this next year. Two years ago, a general fund appropriation of \$2.5 million was put into the account. This was to adjust for the expected decrease in revenue based on the decrease in the UI tax rate.

What is our target to obligate or give grants to every year?

- Last year we submitted our performance plan to DFM with a goal to obligate \$5.8 million.

Staff Update

The WDC is down by one staff member. They will be starting interviews for the Finance and Grant Manager on Monday. The goal is to have someone start the first of May.

Legislative Session

Ms. Secrist went over the Legislative Priorities sheet that has been updated after session. Please see attached document.

Other Updates

- We will have a total of 11 or 12 teacher externs starting in June. We had over 20 teachers apply. We are in the last phase of matching the teachers to the businesses.
- Last week Wayne Hammon from Associated General Contractors and Ms. Secrist presented at the National AGC Conference about the We Build Idaho program that the WDC funded through a grant.
- We have been working with the National Governor's Association as part of a 6-state cohort to scale work-based learning. We were asked to present at a conference in Alabama about the work that we have done.
- We will be participating in the Western Pathways Conference in Portland next month. Mr. McCray will be presenting on school to registered apprenticeship. Ms. Secrist will present on a panel titled "What Leading Western State are Doing."
- The Outreach Committee approved \$125,000 to start a campaign that will help bridge the time between now and when we are ready to launch NextSteps.

***WDTF Employer Grant Policy and Scoring Matrix**

At the October Council meeting, the Council rejected a few components of the employer grant policy and asked the Policy Committee to come back with a recommendation that addressed some of their concerns (most of the concerns were specific to calling out that safety training wasn't eligible for reimbursement). The Committee has reviewed how other states handle their programs and worked with the Grant Review Committee to address their concerns.

In addition, the policy changes adopted in October required us to revisit the scoring model. Ms. Secrist went over the changes to the Employer Grant Policy and the scoring matrix. Please see attached documents.

Motion by Ms. Swanson to approve the Policy Committee's recommendation for the Workforce Development Training Fund policy and the revised scoring matrix for immediate implementation. Second by Ms. Revier.

We are giving registered apprenticeships and technical degrees 10 points, but Occupational Licenses only receive 8. That does not align with what we had expressed earlier about valuing all pathways. If the result is the same, why are they not being given the same number of points?

- Not all apprenticeships are the same. The reason that the registered apprenticeships are scored higher is because we want to encourage companies to take that extra step which provides a national credential.
- Not all licenses have reciprocity in surrounding state or nationally.

Why would a company that only scores 18 points be receiving funds?

- They receive 18 points if they meet the absolute minimum requirements of the grants. We would not fund a grant that does not meet those requirements (must be \$12 an hour or over, must be structured on the job training, etc.).
- The rest of the eligibility criteria is in the policy and not listed in the matrix.

Motion by Dr. Clark to amend the motion to include a stipulation that the portion of the matrix that scores occupational licenses be returned to the Policy Committee for further discussion and review to see if any adjustments need to be made. Implementation of the policy and matrix would still move forward. Second by Mr. Young.

Alternate motion by Commissioner Smith to postpone the implementation of these policies until the start of the new fiscal year. The motion did not receive a second.

Members expressed interest in implementing the updates now and asking the Policy Committee to bring back changes based on the discussion to the full Council at the July Meeting.

Could we just include licenses under the authority of the Bureau of Occupational Licensing into the 10-point category and then all other licenses stay where they are?

- There are many other licenses that also should be under consideration for increased points.

The Chair called for a vote on the amendment. Amendment carried.

Ms. Secrist reviewed the additional changes made within the policy.

There is concern with the term “significant wage increase”. Sometimes companies need to train employees outside of the purpose of a wage increase for them to be able to keep their jobs (old job went away and new job is being implemented). They may already be paid a high wage.

- The purpose of this was for those who need to be trained to do their job. The above scenario would be treated as a new job.
 - Will businesses understand that? They may look at it and not apply.
- This is something for the Policy Committee to think about, so it does not exclude companies who may need the funds the most.

Motion by Mr. Johnson to add the words to the highlighted area “this criterion does not apply to new jobs or retention of jobs that may be lost without training.” Second by Dr. Clark. Amendment carried.

For a new company coming to Idaho that will be training people for regular jobs within their business (i.e. not something that is impacted by new technology), does the statement apply, or does it disqualify them?

- If their new hires do not have the skills for the job, they would qualify for the training.

The Chair called for a vote on the twice amended motion “ to approve the Policy Committee’s recommendation for the Workforce Development Training Fund policy and the revised scoring matrix for immediate implementation; integrating the additional clarification described in Mr. Johnson’s motion. The Policy Committee is asked to review the portion of the matrix that scores occupational licenses and bring adjustments to the Council in July.” Amended motion carried.

***Eligible Training Provider Appendix A – “In-Demand Occupations”**

We adopted a new Eligible Training Provider policy in April 2018 with the understanding that we needed to redo the Appendix A which sets forth the guidance that the Workforce Innovation & Opportunity Act funding will pay only for training that leads to in-demand occupations. It has taken some time to build a tool that would allow users to dynamically see which occupations are in-demand regionally according to certain filters. Ms. Secrist demonstrated the tool and explained the methodology that the Policy Committee is recommending.

Ms. Secrist went over the changes to the Appendix A. Please see attached document.

Is the number of 150 Hot Jobs before or after you adjust for the degrees?

- It is the subset of the top 150 Hot Jobs that meet the filters.

Motion by Ms. Swanson to replace Appendix A in the existing Eligible Training Provider Policy with the new Appendix A recommended by the Policy Committee. Second by Ms. Bardsley. Motion carried.

***WIOA Service Provider Selection Policy and Extension of Existing Contracts**

Chairman Clark appointed an Ad-Hoc Committee in October to develop a policy on how we will select WIOA Title I service providers moving forward – meeting one of our responsibilities as a local workforce board. The committee worked with the Governor’s office and the Attorney General’s office to ensure that this recommendation meets both federal and state laws.

Ms. Secrist reviewed the Service Provider Selection Policy and the request to extend existing contract to align with the timeline. Please see attached policy and timeline.

The Department of Labor is developing internal firewalls to address the conflict of interest concern where, if selected, they would be them auditing themselves.

Motion by Ms. Swanson to approve the Ad-Hoc Committee’s recommendation for the WIOA Service Provider Selection Policy and that we extend the existing service provider contracts until new contracts are in place, or 2-years, whichever is sooner. Second by Mr. Johnson.

This is a very complicated issue. The work done by the WDC staff and the attorney general is appreciated.

These monies fund much of the work that IDOL does in the 25 offices across the state. IDOL has the intent to apply for these grants. Ms. Revier recused herself from the vote.

Motion carried.

Chair's Closing Remarks & Adjourn

Committee chairs will be receiving an assignment from strategic planning. They and their committees have been tasked with populating objectives that fit under the strategies that were developed today. They need to have timelines and metrics attached to them. We would like to see specific objectives by July.

The next meeting is on July 18. The meeting be held in Pocatello and will start no earlier than 9:00 AM.

Ms. Nielebeck will send out a follow-up survey from this meeting.

Motion by Mr. Schwarz to adjourn. Second by Mr. Johnson. Motion carried.

Adjourned at 4:44 PM