

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair
B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Meeting Minutes

Date: Wednesday, April 14, 2021
Time: 9:00 a.m. – 5:00 p.m. (Mountain Time)
Location: In-Person/Zoom – State of Idaho Chinden Campus

Council Member Attendees: Jane Donnellan, Kelly Kolb, Anna Almerico, Jeff Greene, Russ Barron, Jani Revier, Ed Huskey, Clay Long, Elli Brown, Lori Wolff, Matt Van Vleet, Liza Leonard, Joe Maloney, Dave Hannah, Sherry Maupin, James Pegram, Deni Hoehne, John Young, Shelli Bardsley, Lori Barber, Tom Kealey, Tom Schultz, Sean Coletti, BJ Swanson, Donna Butler, Oscar Evans, Audrey Fletcher, Brian Cox, Marilyn Whitney, Sarah Griffin, Linda Clark

Staff: Wendi Secrist, Paige Nielebeck, Caty Solace, Amanda Ames, Jeffrey Bacon, Matt Thomsen

*Workforce Development Council is hereafter referred to as WDC.

Call to order at 9:00 a.m.

Roll Call/Introductions – Quorum met

***Review/Approve Agenda**

The minutes being reviewed are January 13, 2021.

Agenda Approved.

***Approve Minutes from January 13, 2021 Meeting**

Unanimous consent request from Mr. Young to approve the January 13, 2021 meeting minutes as written. There are no objections.

100 Years of Vocational Rehabilitation

Ms. Donnellan shared a video prepared by the Idaho Division of Vocational Rehabilitation. 2020 is the 100th anniversary of the state and federal Vocational Rehabilitation (VR) programs. This is a great opportunity to highlight VR and celebrate the 30th anniversary of the Americans with Disabilities Act.

Governor Brad Little

The overarching goal is to create an atmosphere where young Idahoans want to stay in Idaho and pursue a career here. COVID-19 has created challenges for everyone, and the workforce has shifted. Change is inevitable, adaptation, and survival are optional. The entities who remained nimble throughout the pandemic are the ones who survived. As Idaho looks at recovering from the pandemic, the workforce gap needs to be addressed. There have always been workforce gaps, but COVID-19 has magnified the issue.

There has been a digital divide going on in Idaho schools. Most school districts now have the connectivity and devices to ensure each student will have a digital connection. The State is also working to get more connectivity in rural Idaho. To-date, \$300 million is being invested in broadband expansion in rural Idaho.

Idaho is leading the country in economic momentum. Idaho is excelling in workforce training, connectivity, early education, and CTE. Idaho's youth need to be exposed to Idaho's workforce and take tours of Idaho employers. There is always great opportunity for expansion in these areas. The WDC has done an incredible job of helping spark passion for careers in Idahoans starting at a young age, but there is still a lot of work to do. It is important to continue providing resources to employer, educators, and our partners.

Discussion:

Is the early childhood education grant in the legislature something the WDC should be interested in?

- Idaho youth need to be reading proficiently by the end of 3rd grade. We must work on early childhood education whether or not the spending authority is approved.

Board Development Activity

Mr. Young, Ms. Brown, Ms. Swanson, Ms. Leonard, Ms. Lenz, Mr. Kealey, Mr. Kolb, Mr. Greene, Ms. Griffin, and Mr. Pegram all had the opportunity to meet with their networks and share the WDC's work and resources.

Discussion:

If the WDC is going to help Idaho, the council members need to be active participants in the community spreading the work about workforce development.

The Council participated in Board Development Activities. Please see attached notes and packet.

The Council identified these qualities as those of a good team.

- Consistent Processes
- Mission Focus
- Communication
- Respectful
- Empowered
- Collaborative
- Fun

- Everyone Participates
- Trust
- Commitment
- Healthy Disagreement
- Diversity
- Organized
- Open to New Ideas
- Passionate
- Satisfied/Fulfilled
- Leadership

The Council members wrote down and posted what they think their role as a council member is. Their ideas were grouped as follows:

Being prepared and engaged.

- Commitment and Follow-Up
- Make a Difference
- Expand Workforce Opportunities
- Effective Ideas and Solutions
- Evangelism and Outreach
- Buy-In to WDC Goals
- Do the Homework – Come to Meetings Prepared
- Develop
- Actively Participate
- Input
- Engage
- Be Present in Meetings
- Evaluate Funding Requests
- Provide Support and Expertise
- Read the Packet Before the Meeting
- Actively Participate
- Ear to the Ground
- Work with the Rest of the Council on the Goals & Mission of the WDC
- Commit to Serve
- Serve
- Create Opportunities
- Inform Community (liaison)
- Committee Assignments
- Support Workforce Development
- Become Informed
- Represent what is Achievable or what Problems may Arise when Trying to Implement New Programs

Collaboration/Communication

- Build Bridges between Government and Private Sector
- Create Communication Channels Between Policy Makers & Boots on the Ground Providers
- Vision
- Express Needs of Employer(s) in Eastern Idaho
- Educate and Share
- Connect Future Employees with Employers
- Share
- Listen to Learn and Understand Others' Perspectives
- Outreach
- Communication
- Communicate Opportunities/Grants with my Network
- Build Relationships with Other Board Members
- Engage with Community/Staff/Stakeholders
- Advocate
- Connect Employees, Community, and Education/Agency Partners
- Connect Work Opportunities to People & Vice Versa
- Collaborate
- Bring Ideas
- Speak Up
- Strategize on Outreach/Connecting Youth with Future Career Ideas
- Outreach on how WDC Resources can Assist Around the State
- Communicate Both Directions
- Be an Ambassador for WDC Statewide
- Connect
- Communication Across ALL REGIONS of the State

Diversity

- Represent Individuals with Disabilities in Employment
- Advocate for Individuals with Disabilities in Training to Lead to Careers
- Provide Education to Businesses on Individuals who Benefit from Vocational Rehabilitation Services
- A Resource to Employers in Filling their Employment Needs with a Diverse Workforce

Funding Resources

- Get Grants to Assist Workforce & those Grants Have an Impact
- Allocate Funds for Workforce Training
- Advise Grant Committee on Applications Presented to Council
- Leverage
- Leverage Resources
- Explore Possibilities & Opportunities

Advocacy

- Support for Governor Little's Vision for WDC
- Ensure a Strong Connection with Government and Legislature
- Advise Legislators on Workforce Issues
- Develop Policy for Framework for Workforce Training
- Advocate for WDC with Legislature
- Advise Governor on Workforce Issues
- Provide Guidance
- Set Policy Direction for the State
- Work with Partnering Agencies/Programs to Create Systems that Benefit Job Seekers and Employers

Education Focus

- Training Talent for Talent Gaps (program & process)
- Empower Educators
- Educate Organizations and Individuals
- Ensure Workforce Development Goals Reach Youth K-12 & in Out-of-School Settings
- Encourage Out-of-School Programs to see Their Role in Workforce Development
- Provide Learning Tools
- Educate Others
- Help Guide Investment in Educational Opportunities
- Represent WDC in my Network
- Be a Champion for the Workforce in Idaho
- Identify Future Employee Needs
- Close the Gap Between Education and Employment
- Be Prepared to Question & Discuss Council Agenda Items
- Help Idahoans Increase their Skill Sets

Using/Leveraging Networks

- Connect Entities to Agencies
- Utilize my Network
- Real-World Insight and Feedback
- Reform
- Experience
- Perspective
- Represent my Company and Industry
- Provide Outreach to Communities & Stakeholders Encouraging Participation in Workforce Programs
- Facilitate info to Different Entities
- Provide Experience from your Industry or Background
- Ensure Students are Prepared

- Commerce Perspective on Workforce Development
- Help Idahoans Prosper
- Think of Ways to Help the Council be Successful in Whatever Economic Situation the State of Idaho is in
- Share Availability of Resources with my Network
- Improve Line of Site Between Industry & Workforce
- Facilitate Between Entities
- Focus Training Efforts
- Work with the Boards Assigned to DOPL on How we can Help the Council

IDOL/Apprenticeships

- Help Explain Apprenticeships
- Explain that Labor in Idaho isn't Labor on West Coast
- Represent Labor (workers)
- Explain Apprenticeships

Lunch: 12:00 pm – 1:00 pm

Life's Kitchen Presentation

Ms. Johnson presented on Life's Kitchen.

The new Life's Kitchen facility will be open on May 18. In the new facility, Life's Kitchen will be able to have up to 25 students at a time. They are also raising the participant age range from 16-20 to 16-24.

Executive Director's Report

In October, the Council discussed the Out-of-School Youth population. Some of the funds recaptured from the WIOA Youth programs, the WDC decided to do research on how to best identify and engage out-of-school youth. Focus groups start next week. All of the data will be put together by the BSU Policy Institute.

The WDC is working with IDOL to update the in-demand occupations tool. The current in-demand occupations tool has limitations that we are working to address.

Ms. Secrist and Mr. Evans are working with the newly formed Idaho Veterans Chamber of Commerce. The WDC is also working with Senator Crapo's Office to help states be more proactive in connecting veterans to occupations.

Ms. Fletcher is working on a working relationship with the Shoshone-Bannock Tribe to build connections between them and the WDC. A number of Shoshone-Bannock program directors and Tribal Council members are coming to Boise to figure out how the two entities can partner and to tour the Dennis Technical Center.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - March 31, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	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	\$395,300	\$283,697	\$111,603	\$96,700	\$63,188	\$33,512	\$70,000	\$35,678	\$34,322	\$562,000	\$382,563	68%	\$179,437
PERSONNEL	\$395,300	\$283,697	\$111,603	\$96,700	\$63,188	\$33,512	\$70,000	\$35,678	\$34,322	\$562,000	\$382,563	68%	\$179,437
Administrative Services & Supplies	\$6,000	\$1,051	\$4,949	\$1,000	\$4	\$996	\$675	\$968	-\$293	\$7,675	\$2,023	26%	\$5,652
Communication Costs	\$4,000	\$5,125	-\$1,125	\$0	\$0	\$0	\$300	\$210	\$90	\$4,300	\$5,335	124%	-\$1,035
Computer Services & Supplies	\$26,500	\$14,982	\$11,518	\$0	\$0	\$0	\$29,320	\$2,053	\$27,267	\$55,820	\$17,035	31%	\$38,785
Employee Development, Memberships & Subscriptions	\$7,500	\$338	\$7,162	\$21,500	\$17,074	\$4,426	\$0	\$0	\$0	\$29,000	\$17,411	60%	\$11,589
Employee Travel Costs	\$25,000	\$446	\$24,554	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$446	2%	\$24,554
Contracts, Events, & Other Council Activities	\$528,500	\$96,514	\$431,986	\$24,300	\$0	\$24,300	\$30,000	\$0	\$30,000	\$582,800	\$96,514	17%	\$486,286
Rentals & Operating Leases	\$8,500	\$5,201	\$3,299	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$5,201	61%	\$3,299
OPERATING	\$606,000	\$123,657	\$482,344	\$46,800	\$17,078	\$29,722	\$60,295	\$3,230	\$57,065	\$713,095	\$143,965	20%	\$569,130
Grand Total	\$1,001,300	\$407,354	\$593,947	\$143,500	\$80,266	\$63,234	\$130,295	\$38,908	\$91,387	\$1,275,095	\$526,528	41%	\$748,567

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,026,727	\$10,723,273

WDTF Financial Summary - March 1, 2021	
WDTF Cash Balance 3-1-21	\$15,668,795
Revenue	\$12,658
Interest	\$5,050
Payments	\$203,654
WDTF Cash Balance 3-31-21	\$15,482,848
Obligated Employer Grants	\$1,052,187
Obligated Industry Sector Grants	\$3,076,355
Obligated Innovation Grants	\$123,662
*Obligated Outreach Projects & Allocated Budget	\$946,640
Short Term Financial Assistance Program	\$1,841,479
FY 21 WDTF Admin Costs	\$593,947
WDTF Obligated Balance	\$7,634,270
Unobligated Balance	\$7,848,579
Proposals Under Review	\$2,594,671
Unobligated Balance if all funded	\$5,253,907

*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	\$342,942	\$5,389	
February	\$384,864	\$5,132	\$7,392
March	\$12,658	\$5,050	
April			
May			
June			
FY21 Totals	\$2,676,537	\$57,083	\$15,945

Launch

Ms. Solace shared the Launch introduction video.

Discussion:

Launch is Idaho's way of connecting individual Idahoans with training opportunities aligned to employer needs. A survey was conducted last summer to find out what skills employers are seeking in their employees. Launch was born out of a strategy passed down from the Council to the Outreach

Committee to connect individuals with training. With the CARES Act funding, the WDC was able to get the program off the ground.

Launch connects individuals to career planners at IDOL. 16,000 individuals have visited the Launch website. Individuals are spending over 2 minutes and 30 seconds on the site. About 1,200 Idahoans have filled out the form to be connected to Idaho Launch. Currently, the WDC has executed over 200 contracts with individuals and provided about \$292,000 of CARES Act Funding and \$158,000 in WDTF funds. The WDTF funds can pay for between 75%-90% of the training costs.

Public institutions and private partners have been participating in Idaho Launch. Sage Trucking and Top Gun Trucking have been heavily utilizing the program. CSI is leading the way for the state institutions.

About 80 individuals have gone through CDL training. The next largest group is in healthcare with 19 in patient care and 19 in administrative training. There has been steady enrollment in the business and trade programs.

Launch initially is working with non-credit programs but the Policy Committee is investigating if the program should be adapted to extend to for-credit programs.

Next Steps

Next Steps will start the search engine campaign soon, followed by the first phase of a digital campaign. The Council can also help spread the Next Steps message.

IPTV Video

Ms. Solace will send a link to the IPTV 360 video of a logging company to the Council.

Chair's Report

Committee Reports

Chair Hoehne referenced the Committee Reports. Please see attached packet.

Chair Hoehne attended the NGA Workforce Board Symposium as a representative for Idaho. Idaho is on par or ahead of a lot of other states. Chair Hoehne was able to share the programs Idaho is working on. She highlighted Launch, the focus on in-demand jobs, apprenticeships, and TPM.

Two things did come up that the council should discuss.

1. Creating jobs in rural areas.
2. The disproportionate impact that the pandemic has had on women.

Committee Updates/Requests

***Apprenticeship Incentive**

Ms. Swanson reviewed the apprenticeship incentive policy. Please see attached document.

Ms. Swanson requests unanimous consent to add the Registered Apprenticeship Incentive to the WDTF policy as written and to allow staff to execute agreements to process these incentives, in accordance with the policy, without further review by the Grant Review Committee. Second by Ms. Revier.

Discussion:

Which industries have the most Registered Apprenticeships?

- Right now, the trades have the highest percentage. There is growth in manufacturing, healthcare, and IT.

Where did the \$1,000 limit come from?

- The cap is \$1,000 per year for the duration of the apprenticeship. This is a starting point. The Committee does recognize that some costs employers have up front they will need funding for but the Committee also wants to be conscious of utilizing tax payer dollars and ensure the apprentice is going to complete the program.
- There is a cap of \$10,000 per business per year. This program is designed to support both large and small employers.

There are no objections. Policy approved.

WBL Committee Update

The Council tasked the Apprenticeship Committee with exploring supporting all types of work-based learning (WBL). The Apprenticeship Committee has expanded to become the WBL Committee.

Ms. Fletcher provided an update on the WBL Committee. Please see attached packet.

Youth Apprenticeship Readiness Grant Update

Mr. Gramer and Ms. O'Toole provided an update on the Youth Apprenticeship Readiness Grant. Please see attached presentation.

IBE appreciates their relationship with the WDC, not just on the Youth Apprenticeship program, but also the Age of Agility Conference.

IBE has put in place strategies and protocols to achieve their goal of placing 400 apprentices over the next 4 years. The focus of the first year of the grant is to build structure, systems, processes, and get people engaged. COVID-19 made this year difficult. IBE has the structure and systems now in place and are very thankful to all the partners who have helped build the infrastructure.

IBE has reached 572 people through various outreach activities.

The first apprentice was placed on the 5th of March. About 150 students have indicated they are interested in the program. 27 employers are in the process of registering their apprenticeships to

participate in the program. IBE thinks they will be able to get 5 more employers involved before the end of the first year of the grant.

A lot of the students IBE works with are Title I students. IBE is working with a lot of other agencies to support the students. IBE has also been working to create tools for employers to assist in the process of setting up an apprenticeship.

IBE won a small grant to support cybersecurity apprenticeships in Idaho. For each apprentice they place, they get \$400 to support the program. For each apprentice who participates in a competition, they get \$250 to offset the competition costs.

What types of employers are interested?

- The three grants focus are on healthcare, IT, and manufacturing. There is an enormous interest in CNA apprenticeships. IBE is seeing a broad spectrum of industries interested in participating.

USDOL has not funded grants to support youth apprenticeships before. This has been a tremendous journey and it is exciting to see where Idaho will go in the next 4-years and beyond.

Break: 2:30 p.m. – 2:45 p.m.

WIOA Youth Program Updates

As the Local Workforce Board, the WDC has determine the local area set asides for WIOA funding on an annual basis. Last year, the WDC provided funding to a few programs. These programs are here to provide updates.

Justice Involved Youth

Mr. Leigh and Mr. Jacobson presented on the Justice Involved Youth program. Please see attached presentation.

Mr. Jacobson has been meeting with the individuals set to be released before the end of the funding (which is June 2021). Out of the 16 individuals he has spoken to, 15 will be released in the next few months. Mr. Jacobson has met with an additional 20 individuals to provide information on what the program entails.

Having this program has been extremely helpful in getting information to inmates. It is helping get these individuals a starting point for when they are released from corrections. We want these individuals to be success and not return to the corrections system.

On the employment side of things, organizations should look at individual's offense and make a hiring decision based on that offense. It is important to ask the individual to share their story. There are a lot of skilled individuals in the corrections system. There are almost 30 apprenticeship programs available to inmates in the corrections facilities.

Corrections is working with a group to create a website to help inmates further their education and employment opportunities. This website is going to live in the prison facilities. Corrections also has an MOU in place with the Social Security Administration to reissue SSN cards to inmates upon release and with ITD to get them state-issued IDs as well. This will help them be able to leave the system and secure employment.

Discussion:

How will inmates have access to transportation once they are released?

- Corrections works with partner agencies throughout the state to get the inmate bicycles or bus passes. As the individual finds employment, it will be up to them to sustain their own transportation.

Apprenticeship Outreach

Ms. Losh presented on Idaho State AFL-CIO Apprenticeship Outreach. Please see attached packet.

Ms. Losh is working on building relationships with the schools and helping high school students find their passion. Students need to be aware of all training options available to them in Idaho. Ms. Losh is working with IBE, and all the apprenticeship agency partners to reach high school students throughout Idaho.

Youth-in-Need

The Youth-in-Need is providing services to individuals who are currently not working or who have done agricultural work in the past year.

Ms. Guillen reviewed a Youth-in-Need flyer. Please see attached document. This flyer is also available in Spanish.

Ms. Guillen is working with radio stations throughout the state to get airtime to talk about the program and services.

Discussion:

What is the biggest barrier in reaching youth? If the youth are aware of the program, why would they turn down support?

- COVID-19 posed challenges. These individuals are seasonal farm workers. Part of the outreach efforts include going out to the individuals and speaking with them face-to-face. They have been unable to do this part of the outreach due to COVID-19.
- Language barriers can deter the youth, especially if the family relies on the youth for income. This can make the parents hesitant to let their child participate in the program.

****WIOA Local Area Set-Asides***

Ms. Secrist reviewed the WIOA Local Area Set-Asides Memo. Please see attached packet.

Motion by Ms. Clark to approve the following with respect to PY21 allocations and PY20 recapture:

- Recapture all eligible PY20 program funds, to be calculated based upon final PY20 expenditures, in accordance with the policy approved on April 7, 2020.
- Redistribute PY20 recaptured funds across service delivery and local areas to provide 20% carry-in of PY20 funds to be used in the first quarter of PY21.
- Request that the state administrative entity transfer any deficit in the PY20 recaptured funds and PY21 local area set asides between the local areas, as needed.
- Set-aside up to \$975,307, as noted above, for PY21 local area activities. Apply remaining PY20 recaptured funds first, with the balance from PY21 funds.

Second by Ms. Fletcher.

Discussion:

Congress is considering providing additional WIOA funding as part of the infrastructure package. There is the chance that the state will receive additional funding this year.

Motion carried.

Unemployment Insurance Fraud and Efforts to Support Returning to Work

Ms. Revier presented on unemployment insurance fraud and supporting the return to work. Please see attached presentation.

Discussion:

If an employer receives an unemployment insurance claim for an employee who has never worked for them, please let IDOL know so they can deny the claim.

Are there any areas of concern around industries that are not recovering at a rate other industries are recovering at?

- The urban areas are faring worse than the rural areas. The urban areas were more impacted in terms of the shutdown. There is more disparity across the state in certain sectors. There are certain sectors that were not impacted or did better during the shutdown. IDOL is going to think about what they can do to help those who in some ways were left behind. It is harder to get back into the workforce the longer an individual is out of it.
- A lot of businesses are looking for workers and cannot find them.

Mr. Shaul wrote an article about the areas that are not recovering well. Ms. Secrist will send the article to the Council.

Workforce Development Training Fund Grants – Outreach Update

Ms. Solace provided an overview of the WDTF Outreach Projects. Please see attached presentation.

Boise State Veterans

Yani Kirkendall presented on the Boise State Veterans Outreach Project. Please see attached packet.

STEM Action Center (STEM AC)

John McFarlane presented on the STEM Action Center Externship Program. Please see attached packet.

Discussion:

Is the STEM AC working with project Lead the Way?

- STEM AC is, but not on this particular project.

Is the extern program not growing as much in Eastern Idaho?

- The WDC has been working to find out why. There has been a lot of interest in those areas but not many employers wanted to participate this year.

Boise School District

Ann Farris presented on the Boise School District's Outreach Project to build a healthcare workforce. Please see attached packet.

Ms. Solace will send out the links to the videos after the meeting.

Chair's Closing Remarks

Discussion:

Would the Council like to do a hybrid or in-person meeting in July?

- Hybrid can be frustrating due to technology issues.
- The Council is in support of an in-person meeting.

What did the Council members get out of this Council meeting?

- The amazing headway the Council is making.
- The great Externship Program.
- New elevator speeches.
- There is a wide scope covered by the Council.
- Getting a general overview of everything and being able to catch up in all areas.
- Picking new action items.
- Seeing how many resources are available to the WDC.
- The level of commitment from our partners, council members, and committee members.
- Impactful board development
- Better understanding of the role of the Council members.

This is Ms. Brown's last council meeting as a member. The Council is appreciative of her work and support of the Council.

Unanimous consent request by Mr. Maloney to adjourn. There are no objections.

Adjourned at 4:41 p.m.