

**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:** Wednesday, July 15, 2020  
**Time:** 9:00 a.m. – 4:30 p.m. (Mountain Time)  
**Location:** Zoom

#### **Council Member Attendees:**

\*Workforce Development Council is hereafter referred to as WDC

**Call to order at 9:02 a.m.**

**Roll Call** – quorum met

#### **Introductions**

Ms. Nielebeck called roll.

#### **Review/Approve Agenda**

**The Chair requested unanimous consent to approve the agenda as posted. There was no objection.**

#### **Executive Committee & Chair's Report**

The WDC is soundly structured and has been able to function well during the pandemic. The Executive Committee has acted on behalf of the Council on grants and policies that have come through during the extended break between the January and July council meetings. Chairman Clark directed the Council to the Executive Committee report to see the items the Committee has worked on.

Idaho employers are struggling to find people to return to work since the COVID-19 stay-at-home order was lifted. Employees found they are receiving more money through unemployment than working a full-time job. The \$600/week additional COVID unemployment benefits are scheduled to expire at the end of July 2020. Governor Little requested that the WDC partner with his office and the Tax Commission to provide a Return to Work Bonus Program to address this issue. The \$1,500 Return to Work bonuses would encourage workers to apply for jobs and return to work. Ms. Secrist reviewed the Return to Work Program proposal approved by the Executive Committee. Please see attached document.

The Idaho Tax Commission will handle the Return to Work program logistics and administer the Return to Work bonuses. Over 2,300 businesses have signed up over 12,500 employees for Return to Work bonuses. The Governor’s Office will report back on final program participation numbers at the October WDC meeting.

**Executive Director’s Report**

Ms. Secrist thanked the committees for their hard work during COVID-19. The WDC has been presented with exciting opportunities to receive additional funding to support Idaho’s workforce. The WDC added \$3.5 million to the budget through winning competitive grants from USDOL and the CARES Act to train Idahoans for in-demand jobs.

**Committee Updates**

Ms. Secrist directed the Council to the committee reports to see the work of the committees. The WDC committees want to continue providing transparency to the Council. Please see attached committee reports.

**Financial Update**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - June 30, 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	\$390,100	\$372,600	\$17,500	\$95,400	\$92,512	\$2,888	\$485,500	\$465,112	96%	\$20,388
<b>PERSONNEL</b>	<b>\$390,100</b>	<b>\$372,600</b>	<b>\$17,500</b>	<b>\$95,400</b>	<b>\$92,512</b>	<b>\$2,888</b>	<b>\$485,500</b>	<b>\$465,112</b>	<b>96%</b>	<b>\$20,388</b>
Administrative Services & Supplies	\$6,000	\$3,745	\$2,255	\$1,000	\$707	\$293	\$7,000	\$4,452	64%	\$2,548
Communication Costs	\$4,000	\$4,400	-\$400	\$0	\$0	\$0	\$4,000	\$4,400	110%	-\$400
Computer Services & Supplies	\$20,850	\$20,706	\$144	\$0	\$0	\$0	\$20,850	\$20,706	99%	\$144
Employee Development, Memberships & Subscriptions	\$7,500	\$7,531	-\$31	\$19,450	\$14,251	\$5,199	\$26,950	\$21,782	81%	\$5,168
Employee Travel Costs	\$25,500	\$6,955	\$18,545	\$7,000	\$8,456	-\$1,456	\$32,500	\$15,411	47%	\$17,089
Contracts, Events, & Other Council Activities	\$279,750	\$274,993	\$4,757	\$22,550	\$26,586	-\$4,036	\$302,300	\$301,579	100%	\$721
Rentals & Operating Leases	\$8,500	\$8,452	\$48	\$0	\$0	\$0	\$8,500	\$8,452	99%	\$48
<b>OPERATING</b>	<b>\$362,100</b>	<b>\$326,783</b>	<b>\$25,317</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$402,100</b>	<b>\$376,783</b>	<b>94%</b>	<b>\$25,317</b>
<b>Grand Total</b>	<b>\$742,200</b>	<b>\$699,383</b>	<b>\$42,817</b>	<b>\$145,400</b>	<b>\$142,512</b>	<b>\$2,888</b>	<b>\$857,600</b>	<b>\$841,895</b>	<b>95%</b>	<b>\$45,705</b>

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$5,687,004	\$1,997,496

WDTF Financial Summary - June 30, 2020	
WDTF Cash Balance 6-1-20	\$14,677,732
Revenue	\$14,291
Interest	\$11,593
Payments	\$520,540
WDTF Cash Balance 6-30-20	\$14,183,075
Obligated Employer Grants	\$1,817,431
Obligated Industry Sector Grants	\$2,707,740
Obligated Innovation Grants	\$212,672
*Obligated Outreach Projects & Allocated Budget	\$496,173
FY 20 WDTF Admin Costs	\$42,817
<b>WDTF Obligated Balance</b>	<b>\$5,276,832</b>
<b>Unobligated Balance</b>	<b>\$8,906,243</b>
Proposals Under Review	\$125,000
<b>Unobligated Balance if all funded</b>	<b>\$8,781,243</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY20.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$393,367	\$34,528	
August	\$587,161	\$33,013	
September	\$10,991	\$35,670	
October	\$313,552	\$33,444	\$21,261
November	\$535,421	\$31,836	
December	\$14,862	\$29,469	
January	\$184,667	\$28,506	\$19,963
February	\$469,180	\$26,109	
March	\$10,001	\$23,322	
April	\$303,189	\$19,878	\$23,135
May	\$901,989	\$14,661	
June	\$14,291	\$11,593	\$23,590
<b>FY20 Totals</b>	<b>\$3,738,670</b>	<b>\$322,030</b>	<b>\$87,950</b>

Spending has slowed significantly over the past months due to COVID-19.

The Executive Committee provided Ms. Secrist the authority to extend WDTF contracts an additional 6 months to support completion of the grants impacted by COVID-19. Ms. Ames is reaching out to each grantee to find out the impact COVID-19 has had on their grant and if they need an extension, modification to their contract, or additional support from the WDC. Ms. Secrist will award 6-month extensions until December 31, 2020, based on need.

The WDC's FY21 operating budget was approved by the Legislature. The Council will approve the FY21 detailed budget later in the meeting. Ms. Secrist does not anticipate seeing a significant change in the WDC's operating budget for FY22. The Executive Committee will review the FY22 budget at their August meeting. Ms. Secrist will submit a request for additional spending authority for the USDOL Youth Apprenticeship Grant and an additional Full Time Employee (FTE) for a Youth Apprenticeship Grant project manager position.

The USDOL Youth Apprenticeship Grant is \$2.5 million over 4 years. The grant will require the placement of 400 youth apprentices ages 16-24. The WDC is partnering with Idaho Business for Education (IBE) and many other agencies on this grant. IBE will stand up the intermediary organization to support youth apprenticeships.

The Policy Committee created a policy to establish a short-term financial assistance program for individuals who want to take short-term workforce training aligned to Idaho's workforce needs. The program is part of the Idaho Launch effort to connect Idahoans to career opportunities and training needed to access those careers. The WDC is going to survey employers to identify how COVID-19 has changed the needs for training in the workforce. The survey will be sent out late next week. Ms. Secrist will send it to the council members and industry associations asking them to send the survey to their business contacts. The WDC was provided with \$1m in CARES Act funding to support the project through December 30, 2020 and then the WDTF will be used to sustain it.

- The Council requested that Ms. Secrist align the outreach for the short-term financial assistance program with the Find Something New campaign the White House is rolling out.

Last week, Idaho Department of Labor was selected as the winner of the One-Stop Operator contract. The contract will go into effect on July 20 if there are no objections to the award. As part of the PY20 WIOA allocations, the WDC set aside \$80,000 for registered apprenticeship outreach, \$75,000 for workforce/LMI surveys, and \$35,150 for transition planning for a potential change in service providers. This fall an RFP will go out for the Adult and Dislocated workers contracts. The contract will be put into place to start July 1, 2021.

The Next Steps website, developed to provide help Idahoans understand and pursue the many education and career opportunities available to them, is within weeks of being launched. Once the site is live, the second phase of Next Steps implementation will begin. The second phase focuses on communicating with Idahoans about the site so they can access resources to help them develop career skills. Strategies 360 recorded an update for the Council on the Next Steps project. Ms. Nielebeck will provide the link to the Council members to watch during the lunch break.

#### **\*Outreach Committee Report and Budget Request**

Mr. Young reviewed the Outreach Committee budget request. Please see attached packet.

In this request, there is no provision to support Next Steps since it has evolved into a Council-wide project. The Next Steps funding should move into the WDC's general operating budget.

Does the Council feel that Idahoans know how to get additional skills because of the Council's outreach efforts?

- It is hard to say. The WDC was headed in the right direction before the pandemic. Right now, people are more focused on the pandemic than on workforce training. Idahoans are looking for resources that are going to help them during the pandemic. Now is the time to push information out to constituents on retooling and getting training to get back in the workforce.
- There is opportunity and room for continuous improvement right now for the WDC.
- There are many businesses in Idaho that do not know about workforce programs. It is important for the WDC to develop relationships with the HR staff of Idaho businesses. Small businesses also need more attention and focus. Small businesses have the intention to grow but do not know about the programs to support them.

How does the Outreach request effect the WDC operating budget?

- This is an internal budget change as we are allocating resources from the WDTF to support projects. It will not affect what the legislature has approved.

**Mr. Young requested unanimous consent to approve the Outreach Committee FY21 Budget as presented. There was no objection.**

**\*FY21 Operating Budget**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - FY21			
STATE EXPENDITURE CATEGORY	WDTF Budget	WIOA Budget	TOTAL BEGINNING BUDGET
<b>PERSONNEL</b>	\$395,300	\$96,700	\$492,000
Administrative Services & Supplies	\$6,000	\$1,000	\$7,000
Communication Costs	\$4,000	\$0	\$4,000
Computer Services & Supplies	\$26,500	\$0	\$26,500
Employee Development, Memberships & Subscriptions	\$7,500	\$21,500	\$29,000
Employee Travel Costs	\$25,000	\$0	\$25,000
Contracts, Events & Other Council Activities	\$528,500	\$24,300	\$552,800
Rentals & Operating Leases	\$8,500	\$0	\$8,500
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$46,800</b>	<b>\$652,800</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$143,500</b>	<b>\$1,144,800</b>

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000

Moves \$250,000 up for Next Steps Marketing

**Ms. Hoehne requested unanimous consent to approve the FY21 Operating Budget as presented. There was no objection.**

**\*Approve Minutes from January 8, 2020 Meeting**

**Ms. Hoehne requested unanimous consent to approve the January 8, 2020 meeting minutes as presented. There was no objection.**

**CTE Work Group Report**

In July 2019, the State Board of Education created an ad hoc work group to make recommendations on expanding and improving CTE in Idaho. The group was composed of 14 members who represented various aspects of CTE across the state. The ad hoc group worked from July to December of 2019 and the recommendations were considered by the State Board of Education in February of 2020. The Council received a copy of the full report prior to the meeting.

Mr. Long, Administrator of Idaho Career & Technical Education, provided an update on the CTE Work Group recommendations. Please see attached packet.

The US has been thrust into a national dialogue on the quality of online education. Online delivery, when done right, can provide excellent education using digital tools. Is CTE looking at how to increase the quality of the education experience using virtual tools?

- As CTE looks forward to the long term, CTE has many programs that are already strong virtual programs. CTE will look to those programs for guidance and best practices for transitioning to virtual programs. CTE has secured \$75,000 for CTE educators to provide best practices training for robust interactive online experiences for students. Moving CTE programs to a virtual environment is challenging because not all skills are able to be fully delivered through a virtual environment. CTE is working with their partners to ensure students will have access to equipment to apply hands-on learning.
- The State Board of Education voted to begin Online Idaho, which will use CARES Act money to provide the basic infrastructure for virtual postsecondary education.

In 2019, the Office of Broadband was approved to be created within Idaho Commerce to support expansion of broadband across Idaho. The pandemic has magnified the importance of connectivity for education, working remotely, etc. Idaho Commerce has received \$50 million of CARES Act funds to improve connectivity in Idaho. Funds out of the CARES Act funds can be used for distance learning, remote work, etc. Today at 5:00 p.m., Idaho Commerce is closing the application period for CARES Act funds. Idaho Commerce wants to focus the funds on smaller communities in Idaho who are underserved.

In the past, it has been challenging for academic teachers to get a CTE endorsement. CTE is exploring a way for teachers to gain work experience hours through a teacher externship. This has not yet been implemented. It is important to find many ways educators can gain hours towards a CTE endorsement.

Does the plan to revamp and accelerate CTE include feedback from CTE students?

- A State CTSO officer will be placed on the advisory council. There will also be opportunities to collect student feedback on a regional level.

**Break – 11:00 a.m. – 11:15 a.m.**

### **Education & Workforce Trends for Young Adults + COVID-19 Impact on Idaho's Workforce**

Dr. McHugh and Mr. Shaul provided a presentation on Education & Workforce Trends for Young Adults + COVID-19 Impact on Idaho's Workforce. Please see attached presentation.

How is economically disadvantaged defined?

- If an individual has been on free and reduced-price lunch, if the school the individual attends is on the community eligible provision, or if the family is participating in the supplemental nutritional assistance program.

Is there anything in the data that pointed to why economically disadvantaged males fare worse than economically disadvantaged females?

- There is no indication explaining that finding in the data.

Females have dominated the same industries for the past 50 years. There are certain occupations that males dominate where females have had a hard time integrating. The male dominated culture might intimidate females. This is a workforce issues on a national/global level.

COVID-19 impacted the Labor Force Participation statistics. People are choosing to retire early to avoid layoffs. People who have been laid off are not looking for employment because they do not feel they have viable employment alternatives and thus are not counted. If an individual is unemployed, but looking for work, they are counted in the Labor Force Participation statistics. The group that has had the largest impact on the Labor Force Participation statistics are the individuals choosing to retire early rather than be laid off/seek new employment.

Idaho is seeing tremendous growth of individuals coming to Idaho from other states. Does IDOL have preliminary information on what pressure this might put on the job market?

- Mr. Shaul will find information on this subject and send it to the Council. The housing market information and construction activity would support that assertion.
- An article was released that listed Idaho as one of the top 10 places to move to get out of densely populated areas.

**Lunch – 12:30 p.m. – 1:30 p.m.**

### **Youth Apprenticeship Initiative**

Mr. Gramer presented on the Youth Apprenticeship Initiative. Please see attached slides.

Idaho Forest Group is a great advocate for youth apprenticeships in Idaho. IBE and the WDC are excited to keep working with Idaho Forest Group and other entities on youth apprenticeships. IBE and the WDC recognize the youth apprenticeship efforts in Idaho are not going to scale to the level needed if we don't do something significant.

Will the apprenticeships be registered apprenticeships?

- All 400 apprenticeships will be registered. The grant allows for pre-apprenticeship activities, but they do not count towards the performance requirements of the grant.

The WDC has the opportunity to focus on apprenticeships that do not require the individual to physically be in a classroom. Anything in the IT sector can be taught remotely easily. Colorado had success with their youth apprenticeship by focusing on Business Banking, Finance, Accounting, CNAs, and Paraprofessionals. Idaho's program needs to be based on both employer needs and student interests.

How can the WDC support IBE's efforts long term? The grant funding is for 4 years; how is the youth apprenticeship model going to be sustained?

- IBE will work with their members to connect businesses with students and schools. The WDC members can also support IBE with this effort. Online toolkits are being created for businesses on participating in youth apprenticeships.



- Starting year 3 of the grant, IBE is planning to ask participants to pay to participate in the program. The goal is by year 7 of the program to be fully self-funded. Until that time, IBE will continue looking for funding sources.

Does IBE have a plan for implementing this program? What are the grant funds going to be used for?

- Ms. O'Toole built a 4-year timeline plan for the youth apprenticeship program. A large portion of the first year is getting information out to students, find out who is interested, and place a few apprentices. The second through fourth years would focus on scaling the program.
- The grant funds will be used to pay apprentices. \$250,000 will be used for employer incentives to bring on youth apprentices.
- The WDC should look at creating a WDTF program to provide funding for employers who are hiring apprentices.

### **Lumina Grant – Supporting Incarcerated and Re-Entering Learners**

Ms. Solace and Mr. San Miguel presented on supporting incarcerated and re-entering learners into the workforce. Please see attached presentation.

Mr. Janke shared his experience of the education system while being incarcerated.

What barriers do incarcerated individuals face?

- Not having support when released on parole.
- Businesses not wanting to hire felons.
- Some incarcerated individuals have never interfaced with modern technology used for training and education.

Younger incarcerated individuals need training in basic skills (reading, math, etc.). Online learning would be very helpful for these individuals.

There are a few gaps within Idaho Department of Corrections (IDOC). The communication with IDOC and business is lacking. Businesses need good customer service when working with IDOC. IDOC is working hard to make good connections and get individuals into the workforce. IDOC is also behind on getting incarcerated individuals connected with training. Some incarcerated individuals must complete courses in order to go on parole. Since the individual is not getting connected with training, they are in turn incarcerated longer.

- Ms. Solace will discuss both topics with IDOC.

It is important that probation officers are honest with incarcerated individuals that depending on their offense, some career paths might not be available to them (e.g. certain offenses keep an individual from going into healthcare).

The most dependent variable to reduce recidivism is for a formerly incarcerated individual to find gainful employment.



If an employer is interested in IDOC coming to their business to talk about connecting with newly released individuals or about hiring a previously incarcerated individuals, please have them reach out to Ms. Solace and she can connect them with IDOC.

**Break – 2:45 p.m. – 3:00 p.m.**

### **Policy Committee Update**

#### **\*Recommendation to Establish Financial Assistance Program for Short-Term Workforce Training Under the WDTF**

Mr. Kolb reviewed the Financial Assistance Program for Short-Term Workforce Training under the WDTF recommendation. Please see attached packet.

The purpose of this new program under the WDTF is to assist individuals in accessing short-term training that generally doesn't qualify for federal financial aid. The WDC would be responsible for choosing which programs are paid for and can be nimble as needs change. All Idahoans will qualify as long as the plan to seek employment in Idaho (or are already employed in Idaho). This aligns to the WDTF goal of increasing the economic mobility of Idahoans through training that leads to wage gains and retention.

Idaho is coming off the highest point of unemployment in the history of the state. Individuals are finding out that they can either go back to a low-wage job or they need to access training to find a higher paying job. Will this program underwrite the cost of the individual getting training to enhance their skills?

- Yes. IDOL already has existing infrastructure to support the program. This program is not limited to individuals who have applied for unemployment. When an individual applies for the program, IDOL will check to see if they qualify for any other funding streams. Those funding streams will be used first before using WDTF funds (e.g. an individual qualifies for WIOA funds).

Are outreach funds being spent to promote the program?

- The program is being integrated into the Outreach Committee's Idaho Launch program and the State Board of Education's Next Steps.

**Mr. Kolb requested unanimous consent to establish the Financial Assistance Program for Short-Term Workforce Training under the WDTF as presented, allocate \$2 million of WDTF funds for the program, and provide the Policy Committee the authority to maintain the list of eligible training programs. There was no objection.**

#### **\*Eligible Training Provider Policy Appendix A – Annual Update**

Mr. Kolb reviewed the updates to Appendix A of the Eligible Training Provider Policy. Please see attached packet.

Is this policy aligned to the changes in federal job requirements if the policy refers to in-demand occupations, not in-demand skills?

- USDOL policy and guidance for the Eligible Training Provider policy is explicitly clear that the policy is aligned with in-demand occupations. The Policy Committee reviews this policy annually to ensure the WDC is keeping up with Idaho's workforce and in-demand occupations.

**Mr. Kolb requested unanimous consent to adopt the Eligible Training Provider Policy Appendix A as presented and provide the Policy Committee the authority to maintain Appendix A. There was no objection.**

### **Apprenticeship Committee Update**

#### **\*Recommendation on Supporting WBL Beyond Apprenticeship**

A year ago, the WDC determined that the strategic plan was lacking an objective to support all types of Work-Based Learning (WBL). The Apprenticeship Committee was tasked with creating a recommendation on how the Council could serve all types of WBL. Ms. Secrist reviewed the Apprenticeship Committee's recommendation. Please see attached packet.

**Ms. Fletcher requested unanimous consent to adopt the Apprenticeship Committee's recommendation on supporting WBL beyond apprenticeship as presented. There was no objection.**

### **Closing Remarks**

The work the WDC is doing currently is vital to Idaho and individuals who are seeking jobs.

Each committee was asked to nominate a few individuals to serve on an overview committee that will update the WDC's strategic plan. The Overview Committee will have a report for the Council in October. The WDC staff will create a webpage where Council members can see the members and activities of the work group.

The Governor's 3<sup>rd</sup> annual Age of Agility conference is planned for October 7. The summit will be a hybrid of online and live attendance. The next Council meeting is on October 8 in Boise. The details of both events will depend on COVID-19.

Ms. Nielebeck will send a survey to the Council to learn their satisfaction with using the Zoom for this meeting.

With all the new projects the WDC has taken on, the WDC staff is shifting responsibilities. Ms. Solace has agreed to step into a more elevated role. Ms. Solace will be reclassified as the Chief Communications and Operations Officer. Ms. Secrist is working on an official title and duties.

**Motion by Ms. Hoehne to adjourn. Second by Mr. Schwarz. Motion carried.**

**Adjourned at 3:51 p.m.**