

**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, October 9, 2019  
**Time:** 8:00 a.m. – 12:15 p.m. (Mountain Time)  
**Location:** Hilton Garden Inn Boise Downtown  
348 S. 13<sup>th</sup> Street  
Boise, ID 83702

**Council Member Attendees:** Trent Clark, ~~B.J. Swanson~~, ~~Shelli Bardsley~~, Elli Brown, Donna Butler, Linda Clark, Brian Cox, Jane Donnellan, Audrey Fletcher, Jeff Greene, Dave Hannah, Marie Hattaway, Angela Hemingway, Deni Hoehne, Dwight Johnson, Tom Kealey (Eric Forsch as proxy), Kelly Kolb, Kate Lenz, Joe Maloney, ~~Jeff McCray~~, Jan Nielsen, Jani Revier, Angelique Rood, Tom Schultz, Todd Schwarz, John Smith, Michelle Stennett, ~~Scott Syme~~, ~~Matt Van Vleet~~, Marilyn Whitney, ~~Steve Widmyer~~, ~~Lori Wolff~~, Travis Woolsey, John Young

\*Workforce Development Council is hereafter referred to as WDC

#### **Call to order at 8:05 am**

**Roll Call** – quorum met

#### **Introductions**

Each Council Member introduced themselves.

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

A report from Ms. Hoehne and Ms. Donnellan will be added to the beginning of the agenda.

The agenda needs to reflect that “Approve Minutes from April 11, 2019 Meeting” should be “Approve Minutes from July 18, 2019.”

**Unanimous consent to approve the agenda with the above changes.**

#### **Approve Minutes from July 18, 2019 Meeting**

**Motion by Commissioner Smith to approve the July 18, 2019 as written. Second by Dr. Clark. Motion carried.**

### **Domestic Violence Awareness**

October is Domestic Violence Awareness month. Employers have a unique opportunity to recognize the symptoms of domestic violence that others may not see including those that could be seen as poor performance:

- Not showing up for work regularly
- Many phone calls from home
- Never have any cash
- Is not able to go out after work
- Being dropped off and picked up at work by the significant other

There are three steps to recognizing abuse: recognize, respond, and refer. Recognize the symptoms of abuse, respond to the victim, offering to assist them in getting the help they need, and refer them to experts on this issue. It is a dangerous situation when someone is involved in abuse and coworkers should never intervene directly. If a victim is ready to get help, help the victim find resources to get out of the situation. There is a domestic violence hotline they can be directed to. Let the victim use the work phone to make calls in case they are unable to use their personal cell. Following the three steps of recognizing, responding, and referring can help save a life.

### **Update on WIOA Listening Sessions and One-Stop Committee Activities**

Over the past few months the WDC Staff and agency partners (Idaho Vocational Rehabilitation, Idaho Department of Labor, Career & Technical Education, etc.) conducted listening sessions around the state to gather feedback for the Workforce Innovation and Opportunity Act state plan. All of the session went well. The WDC staff was able to collect valuable feedback from the communities about the struggles they face when it comes to receiving services. The WDC staff and agency partners thank the public libraries for providing so many of the meeting locations and being great partners in this project.

Ms. Donnellan shared a flyer for a survey the Idaho Division of Vocational Rehabilitation (IDVR) is conducting to learn more about the needs of businesses and employers with respect to partnering with IDVR and employing and accommodating workers with disabilities. Ms. Donnellan encouraged the Council Members to participate in the survey and provide feedback by October 30, 2019. Please see attached flyer.

The One-Stop Committee is evaluating the certifications of all the One-Stop Centers. Mr. Terry Butikofer is conducting the reviews of the One-Stop Centers and bringing back recommendations to the One-Stop Committee. Most of the One-Stop Centers are being provisionally certified for the time being. The Committee is seeking guidance from the State Equal Opportunity Officer on how long a One-Stop Center may be provisionally certified.

The Idaho Department of Labor will be conducting a review of the new service delivery model soon.

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

The Executive Committee was invited to attend an IACI board meeting to hear a presentation from the US Chamber Foundation on their Talent Pipeline Management Initiative. The Initiative is compatible with the Council's strategic plan. The goal of the Talent Pipeline Management Initiative is to help employers better communicate with educators about the skills needed for future workforce. The US Chamber Foundation has been piloting the initiative across the nation and is considered very successful from the perspectives of business and education.

Senator Burgoyne is developing a piece of legislation to help ease the transition into career education pathways. There is a fiscal note of \$850,000 attached to the legislation. Senator Burgoyne has submitted the legislation to the Council to get feedback. Ms. Secrist will send out the proposal to the Council. The Council has been asked to provide Ms. Secrist any comments on legislation and she will pass them on to Senator Burgoyne.

The Executive Committee also met with the Idaho State Board of Education Board members to talk about the 60% goal (having 60% of Idahoans possess a postsecondary credential) and High-Quality Credentials. The State Board and WDC have shared interest in understanding which credentials are going to be of the most value to employers. The Executive Committee asked the State Board whether they were considering adding to the existing definition of "postsecondary credential" to include apprenticeships and industry certifications. Reconsideration of this goal is a great opportunity to highlight the importance of all types of degrees, certifications, apprenticeships, etc., not just 4-year degrees. The percentage should reflect something that is achievable. The State Board of Education has been working on changing the message that "go on" is not just about attending college, it is about preparing for a career. There are many different types of career pathways that are not being accounted for in the current model. Idaho's growth towards the goal has been stagnant for a number of years at about 42%.

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

The WIOA listening sessions went very well. The Council staff and agency partners held 15 sessions with approximately 200 participants, plus the input from the Council members during the July meeting.

Businesses/Employers said the State needs to do a better job of not only coordinating but packaging/delivering information that employers need in one place. Businesses and employers also said they would like to see labor market information.

From an individual's perspective, the people who are still unemployed are those with the most barriers to employment. Transportation and using technology in the job search process were brought up. The unemployed need more personalized support to help them get jobs

Interesting facts learned around the state include:

- In Salmon and St. Anthony, people are figuring out how to make a living with only seasonal work and many people are said to not be interested in year-round jobs. If money gets tight during the winter, the people in that region travel to Big Sky, MT and work at the ski resort for a little while. The WDC staff and agency partners also learned that the best jobs in the

communities are not typically available to local citizens: the jobs are with federal agencies such as the Forest Service, Bureau of Land Management, etc. and there are no education pathways available to prepare people for these jobs. The agencies recruit people from out of the area, or even from out of state, for these jobs.

- Along the southeast border of the State, Logan, Utah sends public transportation into Preston to transport people to jobs in Logan, much to the dismay of local employers who are trying to grow.
- In the Treasure Valley, employers indicated that some of the “personal” connections from the agencies in helping employers connect to individuals that would support affirmative action plans have decreased. There is an opportunity here to focus a highly coordinated business services strategy agencies in support of employers who are federal contractors as the launch point.
- In Northern Idaho, the tribes have become very large employers. The Nez Perce Tribe shared that they believe they have become the largest employer in Region 2 after a recent acquisition of the Boys and Girls Club in Clarkston (which they plan to relocate to Lewiston). The Coeur d’Alene Tribe has a detailed college and career planning effort for every one of their youth. They have mapped out the activities for their youth from birth to earning a PhD. Ms. Secrist had the opportunity to share this college and career planning map with the Our Kids, Idaho’s Future Task Force as an example of what could be potentially be done for all of Idaho’s youth.

## Financial Update

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - September 30, 2019										
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	\$83,474	\$306,626	\$95,400	\$24,278	\$71,122	\$485,500	\$107,752	22%	\$377,748
<b>PERSONNEL</b>	<b>\$390,100</b>	<b>\$83,474</b>	<b>\$306,626</b>	<b>\$95,400</b>	<b>\$24,278</b>	<b>\$71,122</b>	<b>\$485,500</b>	<b>\$107,752</b>	<b>22%</b>	<b>\$377,748</b>
Administrative Services & Supplies	\$6,000	\$527	\$5,473	\$1,000	\$271	\$729	\$7,000	\$798	11%	\$6,202
Communication Costs	\$3,500	\$1,047	\$2,453	\$0	\$0	\$0	\$3,500	\$1,047	30%	\$2,453
Computer Services & Supplies	\$20,850	\$10,967	\$9,883	\$0	\$0	\$0	\$20,850	\$10,967	53%	\$9,883
Employee Development, Memberships & Subscriptions	\$7,500	\$288	\$7,212	\$19,450	\$2,200	\$17,250	\$26,950	\$2,488	9%	\$24,462
Employee Travel Costs	\$30,000	\$3,593	\$26,407	\$7,000	\$7,766	-\$766	\$37,000	\$11,359	31%	\$25,641
General & Professional Services	\$271,350	\$11,671	\$259,679	\$0	\$0	\$0	\$271,350	\$11,671	4%	\$259,679
Miscellaneous Expenditures	\$8,400	\$216	\$8,184	\$22,550	\$10,028	\$12,522	\$30,950	\$10,244	33%	\$20,706
Rentals & Operating Leases	\$4,500	\$1,820	\$2,680	\$0	\$0	\$0	\$4,500	\$1,820	40%	\$2,680
<b>OPERATING</b>	<b>\$352,100</b>	<b>\$30,129</b>	<b>\$321,971</b>	<b>\$50,000</b>	<b>\$20,265</b>	<b>\$29,735</b>	<b>\$402,100</b>	<b>\$50,393</b>	<b>13%</b>	<b>\$351,707</b>
<b>Grand Total</b>	<b>\$742,200</b>	<b>\$113,602</b>	<b>\$628,598</b>	<b>\$145,400</b>	<b>\$44,543</b>	<b>\$100,857</b>	<b>\$887,600</b>	<b>\$158,145</b>	<b>18%</b>	<b>\$729,455</b>

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$229,269	\$7,455,231

A proud partner of the  network

<b>WDTF Financial Summary - September 30, 2019</b>	
WDTF Cash Balance 9-1-19	\$17,268,467
Revenue	\$10,991
Interest	\$35,670
Payments	\$53,222
<b>WDTF Cash Balance 9-30-19</b>	<b>\$17,261,905</b>
Obligated Employer Grants	\$5,025,353
Obligated Industry Sector Grants	\$2,752,735
Obligated Innovation Grants	\$93,305
*Obligated Outreach Projects & Allocated Budget	\$1,018,547
FY 20 WDTF Admin Costs	\$628,598
<b>WDTF Obligated Balance</b>	<b>\$9,518,538</b>
<b>Unobligated Balance</b>	<b>\$7,743,367</b>
Proposals Under Review	\$1,983,256
Outreach Proposals Under Review	\$0
<b>Unobligated Balance if all funded</b>	<b>\$5,760,111</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			
November			
December			
January			
February			
March			
April			
May			
June			
<b>FY20 Totals</b>	<b>\$991,519</b>	<b>\$103,212</b>	<b>\$0</b>

Historical WDTF records show that employers typically request only two-thirds of the total grant funds awarded to them. However, since the Council took responsibility for the fund, more grantees have been requesting reimbursement for the total grant amount. This is being monitored and will help in future budgeting exercises.

- What happened to the remaining balance if the employer does not request reimbursement for the full amount of their grant?
  - If the grantee does not request the full grant amount by the end of their contract, the remaining grant funds revert back into the cash balance of the fund when the grant closes.

Ms. Secrist reviewed all of the grants that the Council have awarded. Please see attached document.

#### **FY21 Budget Request**

Ms. Secrist shared talking points with the Council on the FY21 budget. See attached talking points.

The Council may need to go to the legislature with a supplemental request to increase spending authority for the Workforce Development Training Fund for the current fiscal year. The Council has \$7.68 million in spending authority for FY20. Ms. Secrist analyzed all the existing grants and projected the amount and timing of reimbursement requests. At the end of the year, the Council will potentially have grant requests that very closely match or exceed the spending authority limit.

Ms. Secrist included a line item request to add \$4.3 million to the Council's spending authority for the Workforce Development Training Fund on an ongoing basis starting in FY21. That would give the Council a total of \$12 million in spending authority.

Ms. Secrist shared the talking points on the One-Stop Operator Procurement with the Council. Please see attached talking points.

It is the responsibility of the Council as a local workforce board to select service providers for the Workforce Innovation and Opportunity Act (WIOA) funding. The Council needs to select the One-Stop Operator and Adult and Dislocated Worker service providers. If the Idaho Department of Labor were to not want to continue providing the Youth Services, the Council would need to select a provider for those programs as well. The Council staff are working with the Division of Purchasing to draft the RFP for selecting the One-Stop Operator. The goal is to have a contract in place to start on July 1, 2020. The One-Stop Operator contract is being procured first and the Adult and Dislocated Worker programs will be procured once the WIOA State Plan is approved to start July 1, 2021.

### **Strategic Plan Summary**

Ms. Secrist shared a condensed version of the information from the Council's Strategic Planning session. Please see attached charts.

### **Governor's Summit Debrief**

Council members shared their reactions to attending the Governor's Summit on the Future of Work: Age of Agility.

A consistent theme among speakers at the Summit was about the responsibility of employers to actively engage in partnerships with education. Methods for employers to connect with schools may vary significantly by school; but both employers and education need to take the initiative to build collaborative relationship with the other:

- The regional superintendents could be a primary liaison between local schools and businesses. If the Council created a fact sheet about career pathways and resources for the education institutions, Dr. Clark would be willing to pass it along to the superintendents at their next monthly meeting. All the regional superintendents need to know about the Council's work and strategic plan. It would be very productive for a WDC staff member to attend one of the monthly superintendent meetings to share information about the Council's priorities and activities.
- There are many collaborative efforts going on between schools and employers across Idaho, but not all the groups know what the other groups are doing. There are many efforts working

towards the same goal of providing students with employability skills and career pathways, but they are not all connected.

- There has been a discussion between education and employers about how to translate what skills a student has when he/she earns a degree. Education and employers need to collaborate to ensure graduates have skills employers need so they can get into jobs after they graduate college. There needs to be a third-party facilitator between education and business to help guide the discussions and create better partnerships. Employers and education already have a lot on their plate so having a designated facilitator to initiate and guide the discussions would be beneficial.

Information presented by Burning Glass at the Summit made it clear that Idaho needs to promote shorter skill-based certificates and stackable credentials to help boost the employability and income earning power of students. The Council's strategic initiatives currently do not address credentials. The Council may want to discuss the possibility of including the creation and promotion of credentials in our strategy. At the last Council meeting, the Apprenticeship Committee was tasked with diving deeper into how the Council could better support work-based learning and how the Council could better support it. The Council needs to focus more on work-based learning.

Postsecondary education institutions need to reconsider what factors they use when evaluating student applications for admission. Right now, postsecondary education has high expectations of applicants' extracurricular activities and time spent volunteering. If the students are involved with both of those things, it leaves no time for the students to get jobs and start learning work-place skills.

There needs to be more discussion on how the education needs of employers can be met in rural Idaho. In addition, it must be recognized that Idaho has not only rural areas, but remote areas as well, and the difference in resources available in remote areas is significant.

The Grant Review Committee and the Policy Committee need to re-evaluate the criteria for Workforce Development Training Fund Grants. At the Summit it was discussed how quickly the skills that are being taught are becoming obsolete. It is important to look at the training that is being funded and ensure it is training for the skills of the future.

Ms. Nielebeck will send out a survey to the Council to get additional feedback on the logistics of the Governor's Summit.

#### **Policy Committee Discussion – Council Support for Legislative Initiatives**

Mr. Kolb gave a presentation on policy elements for 2020 legislative Initiatives. Please see attached slides.

Discussion:

- The Council needs to make sure that the definition of "advising" on legislation is clear.
- The State Board of Education works very closely with the Governor's Office to ensure that the items being brought forward by the State Board of Education have the Governor's support. The



State Board of Education does actively testify at initiatives with the approval of the Governor. Full approval from the Board comes first before being brought before the Governor's Office.

- The Council should not host events, take legislators out to meals, etc.
- One Council member should never speak on behalf of the full Council unless the Council has established a position on the issue, and the Councilmember is conveying information in alignment with that position.
- The Policy Committee should be responsible for ensuring that any legislative issue that is brought before the full Council aligns with the Council's strategic plan.

How should the legislative policies or positions of the Council be established?

- The Council does not have a process for this currently. Last year, prior to the legislative session, the Council staff asked all the partner agencies to share what line item requests, budgets, and proposed legislation they were going to submit to the Legislature. In January, a one-page summary of legislative positions was brought before the Council. The Council then voted to support the issues/positions on the summary.
- The Council needs to have a plan to be able to respond quickly if an issue comes up in the middle of the session or if changes are made to a piece of legislation the Council supports.
- Would the Policy Committee be willing to serve as a clearing house for these issues that need prompt action? Someone needs to make sure that things that come up during legislative session do not contradict any policies or the Council's strategic plan. It is a big burden to put on Ms. Secrist.
  - New proposals for legislation should come through the Policy Committee (or another committee) to vet the ideas. During the session, if something requires a quick reaction, the Council staff needs to be trusted to handle it. All positions taken by the Council need to be approved by the Governor's Office.
- The Council's committee structure currently functions smoothly with recommendations coming from a committee and going to the Executive committee for final approval. The policy for legislative priorities needs to include that some processes can be done electronically. However, Open Meetings Laws need to be followed.
- It is important to ensure that the full Council is aware of any decisions that are being made and that groups affected by the legislation are aware of them.

The Policy Committee will take the feedback and start drafting a policy to address these issues. The policy draft will be sent to all Council members in advance of the January Council meeting.

**Break 10:26 am – 10:36 am**

#### **Presentation – Idaho Job Corps**

Ms. Tina Polishchuk gave a presentation on the new state-delivered Idaho Job Corps program. Please see attached presentation.

Will there be any residential programs?

- In March 2020 the residential program will be opened to 50 students.

How many staff does Job Corps have? Who is Job Corps partnering with?

- When the residential program launches, Idaho Department of Labor will have a staff of 26 for the Job Corps program. CWI will bring on 7 additional staff. Job Corps is partnering with many non-profits on this project.

What will Job Corps look like across the state?

- Each of the other regions will be serving 50 students. A staff of 5 will be hired to handle these programs. Job Corps is working with the community colleges to find spaces for classes, etc.

How does Job Corps define low income?

- It is defined by the federal guidelines.

Is the program projected to continue past the September 2022 date?

- This is a demonstration project. The goal is for the program to extend past that date. If the program is working, then Idaho Department of Labor will consider asking for more funding.

How does Job Corps differentiate with Vocational Rehabilitation or is there a partnership between the two entities?

- There will be some students who may be referred to Job Corps from VR and vice versa.

### **Presentation – Adult Promise Initiative**

Ms. Marjorie Price gave a presentation on the Adult Promise Initiative. Please see attached presentation.

Is there a cost to the Veteran to have their credits transcribed?

- There is a small cost for the program to participants.

Could the military give members of the military academic credit as part of their service?

- Transcribing general education credits is new. The Department of Defense, National Guard, and others have taken interest in the model. Once the Lumina grant is completed a credit finder tool will be created. This tool will allow students from any military occupation to look at articulations available for their experience.
- If the Department of Defense (DOD) took on the job of awarding credit, would it make the transition smoother? This would allow for people to come out of the military with an Associate degree.
  - The DOD already does some of this work. Educational institutions are required by the VA to review credit for prior learning, but they are not required to grant the credit. Usually these credits are applied as an elective, not toward the student's major. It is being considered to require the institutions to grant credit for all military experience.

### **Apprenticeship Committee Update – State Apprenticeship Agency Overview**

Ms. Rood gave a presentation on what a state apprenticeship agency is and the work the Apprenticeship Committee has been doing. Please see attached slides.

The Idaho Department of Labor has a new 3-year grant to promote apprenticeships in the state and promote enrollment in apprenticeships in Idaho. IDOL has to have 800 individuals enrolled in an apprenticeship program in order to meet grant requirements. IDOL will be partnering with employers to promote apprenticeship programs. IDOL does not believe that the grant funding will be cut in the future.

The US Department of Labor is working to hire a person to replace Bill Kober as the State Apprenticeship Director. There is a backlog of apprenticeship programs that need approval. IDOL is working to get the approval of the new apprenticeship programs moving along.

Recently Idaho Career & Technical Education applied for a grant to expand apprenticeships in non-traditional programs through the technical colleges. CTE is hopeful that the grant application will be successful.

Could the Council review data on how the State Apprenticeship Agencies in other states are performing in comparison to the federal program?

- Ms. Rood, Mr. Thomsen, and Mr. John Russ have been conducting interviews of the 25 states who have State Apprenticeship Agencies to learn about best practices, lessons learned, outcomes, etc.

It is important to keep the reciprocity of the apprenticeship certificate in mind while exploring these options.

- The certifications are still awarded by USDOL under the State Apprenticeship Agency model.

### **Chair's Closing Remarks**

Mr. Dwight Johnson will be retiring later this fall and may not be participating on the Council anymore. Chairman Clark and the rest of the Council thank him for his participation on the Council and for his valuable input. Mr. Johnson has been a great resource for Idaho Career & Technical Education and the State of Idaho.

During the January 2020 meeting, the Council is hoping to be able to tour Kount's new headquarters.

Chairman Clark reminded the Council that October is Next Steps month as proclaimed by the Governor.

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

**Adjourned at 12:22 pm**