

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: Wednesday, April 14, 2021
Time: 9:00 a.m. – 5:00 p.m. Mountain
Location: *In-Person/Zoom
Chinden Campus Conference Center
11351 W Chinden Blvd.
Boise, Idaho 83714.
Building 6
<https://zoom.us/j/97608516225?pwd=a0dGMjNGaGcwd3JJRVl3cFdMay8rUT09>
Passcode: 179505
1-312-626-6799
Webinar ID: 976 0851 6225
Passcode:179505

*We will have limited space available in the Chinden Campus Conference Center in Boise. If you would like to attend in-person, please let me know so we can ensure proper social distancing guidelines are met. The guidelines for attending in-person are below. If you have any symptoms of COVID-19, been in contact with someone who has COVID-19, or are waiting on COVID-19 test results, please attend the meeting virtually.

All in-person attendees must comply with current COVID-19 safety protocols for public gatherings in the City of Boise, including but not limited to wearing face coverings and observing physical distancing. Physical distancing measures reduces the meeting room's normal attendance capacity. Due to COVID-19, there will be limited seating available and will be provided on a first come first-serve basis.

WORKFORCE DEVELOPMENT COUNCIL AGENDA

*Action Required

9:00 – 9:30 am	Welcome	Deni Hoehne, Chair
	<ul style="list-style-type: none">• Roll Call & Introductions• *Review/Approve Agenda• *Approve Minutes from October 8, 2020 Meeting• 100 years of Vocational Rehabilitation (video)	
9:30 – 9:45 am	Governor Brad Little	

9:45 – 12:00 pm	Board Development Activity	Facilitated by Jan Salisbury
12:00 – 1:00 pm	Lunch Life’s Kitchen Presentation	Tammy Johnson, Executive Director
1:00 – 1:30 pm	Executive Director’s Report <ul style="list-style-type: none"> • Budget Report • Committee Reports Chair’s Report	Wendi Secrist, Executive Director Deni Hoehne, Chair
1:30 – 2:00 pm	Committee Updates/Requests <ul style="list-style-type: none"> • *Apprenticeship Incentive • WBL Committee Update 	BJ Swanson, Policy Committee Chair Audrey Fletcher, WBL Committee Chair
2:00 – 2:30 pm	Youth Apprenticeship Readiness Grant Update	Rod Gramer & Maureen O’Toole, Idaho Business for Education
2:30 – 2:45 pm	Break	
2:45 – 3:30 pm	WIOA Youth Program Updates <ul style="list-style-type: none"> • Justice Involved Youth • Apprenticeship Outreach • Youth-in-Need 	Tim Leigh & Reegan Jacobson, Department of Corrections Leslie Losh, AFL-CIO Elsa Guillen, Idaho Department of Labor
3:30 – 3:45 pm	*WIOA Local Area Set-Asides	Wendi Secrist, Executive Director
3:45 – 4:00 pm	Unemployment Insurance Fraud and Efforts to Support Returning to Work	Jani Revier, Idaho Department of Labor
4:00 – 4:30 pm	Workforce Development Training Fund Grants – Outreach Update <ul style="list-style-type: none"> • Boise State Veterans • STEM AC • Boise School District 	Caty Solace, Chief Communications & Operations Officer
4:30 – 5:00 pm	Closing Remarks	Deni Hoehne, Chair

Optional Tour Following Meeting – Southwest Idaho Electrical JATC

12302 W. Explorer Dr., Suite 130 Boise Idaho 83713

Ed Huskey is willing to provide a tour to any interested Council members following the meeting. The JATC is across the street from the Chinden Conference Center.

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

January 13, 2021
Meeting Minutes

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, January 13, 2021
Time: 9:00 a.m. – 2:30 p.m. (Mountain Time)
Location: Zoom

Council Member Attendees: Deni Hoehne, Lori Barber, Shelli Bardsley, Elli Brown, Donna Butler, Linda Clark, Brian Cox, Jane Donnellan, Oscar Evans, Audrey Fletcher, Jeff Greene, Sarah Griffin, Dave Hannah, Tom Kealey, Kelly Kolb, Kate Lenz, Liza Leonard, Clay Long, Joe Maloney, Jan Nielsen, James Pegram, Jani Revier, Tom Schultz, BJ Swanson, John Young

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

Guests: Craig Shaul

*Workforce Development Council is hereafter referred to as WDC

Call to order at 9:00 a.m.

Roll Call/Introductions –

***Review/Approve Agenda**

Mr. Evans requests unanimous consent to approve the January 13, 2021 agenda as presented. There are no objections.

***Approve Minutes from October 8, 2020 Meeting**

Mr. Kolb requests unanimous consent to approve the October 8, 2020 meeting minutes as written. There are no objections.

Executive Director's Report

Budget

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

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

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

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

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

The Executive Committee provided Ms. Secrist the ability to extend WDTF grants contracts of grantees impacted by COVID-19 for an additional 6 months. Over half of the WDTF grantees have requested additional extensions. The Executive Committee is going to discuss providing grantees continued flexibility with the ongoing pandemic.

Annual Report

Ms. Secrist reviewed the WDTF annual report. Please see attached packet.

Supporting Idaho's Youth

At the July council meeting, Cathleen McHugh (State Board of Education) and Craig Shaul (Idaho Department of Labor) presented research on the characteristics of Idaho's youth who do not go on to any type of education after high school. Approximately 22,000 seniors graduated from high school in 2020, but historically only 48% of those individuals plan to immediately go on to postsecondary education. To further understand challenges facing our youth, we are working with the Idaho Policy Institute to specifically engage out-of-school youth in focus groups. This research will help the Council moving forward figure out what individuals need to be targeted, how to reach these individuals, and what services they need to successfully connect to the workforce.

Veterans and Native American Workforce Issues

Mr. Evans and Ms. Secrist are working with Senator Crapo's office on addressing Veteran and Native American workforce issues.

Senator Crapo sponsored legislation to enable the Department of Defense to release information to states on services members coming out of the military who are interested in relocating to a particular state. This would help connect veterans to workforce or education opportunities within that particular state. Ms. Secrist reviewed the Vet-Friendly Employer one-sheet provided by the new Idaho Veterans Chamber of Commerce. Please see attached document.

Next Steps

The WDC invested \$250,000 into the expansion of Next Steps. There will be an opportunity for the Council to take a detailed tour of the site expansion. If anyone is interested in attending the tour, they can reach out to Ms. Solace.

Youth Apprenticeship Grant

IBE has hired their full youth apprenticeship team. IBE is close to signing up the first few apprentices. Two or three of the apprentices are in cybersecurity programs. IBE is discussing the startup of Loan Officer and Drone Operator apprenticeship programs.

Doug Park

Doug Park served on the WDC's Outreach and WBL Committee. He is responsible for helping create the Council's strategic plan. Mr. Park has passed away. He was a strong supporter of the WDC and was always willing to help do anything to assist us.

Chair's Report

Chair Hoehne briefly reviewed the Committee Reports. Please see attached packet.

Executive Committee

The Executive Committee recently approved two grants.

- Idaho Rural Water Association for \$499,675
- Palouse Pathways for \$21,580

Teacher Externship Program

The Outreach Committee approved funding for the 2021 teacher externship program. The externship program is a joint initiative between the WDC and the STEM Action Center. The Executive Committee is discussing adding the externship program to the WDC operating budget since it is an ongoing project. The organizations who have participated in the externship program have had great experiences.

State Board of Education and WDC Executive Committee Meeting

The Executive Committee met with members of the State Board of Education to ensure the two entities are collaborating and aligning efforts. The WDC and State Board of Education are meeting regularly to keep communication open and ongoing.

The State Board of Education is working with the Idaho institutions to create a program where online learning is available to anyone who is a college student. The program is called Online Idaho. This will enable anyone in the state to take online courses from any Idaho institution. Online workforce training courses will be available through Online Idaho. This will provide access to training and education pathways to anyone in Idaho.

The WDC shared all the apprenticeship efforts around the state. The WDC is going to need to work with the institutions and schools on apprenticeships efforts. The WDC will also be looking for assistance in capturing data.

The relationship between the WDC and the State Board has been very valuable.

Governor Little's Recommendations to the WDC

Chair Hoehne met with the Governor to discuss the Council's work. Governor Little is pleased with the work of the council.

Governor Little offered Chair Hoehne two suggestions:

1. Find more opportunities to create jobs in rural Idaho. Rural areas are growing rapidly and need the support of the WDC. People are having to migrate to urban areas out of necessity because of the lack of opportunities.
2. Provide an opportunity for board development with the Council. Governor Little is recommending this to all of his boards. The members of the council are obligated to spread the news of all resources available to jobs seekers and employers. This could be a valuable tool to the Council members.

Ms. Hoehne briefly presented on board development options. Please see attached presentation.

Communicating the Council's Work & Impact

Ms. Solace presented on communicating the Council's work & impact. Please see attached presentation.

Discussion

It would be beneficial to mention something about opportunities being available to all demographics.

It would be helpful to spell out acronyms for those who are not familiar.

Break: 11:00 a.m. – 11:15 a.m.

****Committee Updates/Requests***

Outreach Committee

At the October council meeting, the Outreach Committee proposed an approach for WDC and WDTF outreach. The Council requested the Committee to brainstorm other options to get the desired outcomes.

The Committee is working towards potentially having the outreach efforts be a WDTF Outreach project proposal.

Discussion

Will the WDC actively reach out to regional groups to ask them to bring outreach projects to us?

- The Committee is looking at underserved areas in the state and identifying entities that have the capacity to support outreach (e.g., state agencies, higher education, etc.).

If the council members have any contact who might be a good fit for these projects, please reach out to Ms. Solace or Mr. Young.

***Short-Term Financial Assistance Policy Update**

The Policy Committee has been working on the short-term financial assistance policy. The WDC received funding from the CARES Act to start a short-term financial assistance program. The first step was to survey employers on their short-term workforce training needs. The survey identified the areas of training in high-demand and offer those trainings through the short-term financial assistance program. Idaho Launch will be utilized to provide the short-term training to Idahoans through the end of the year and then the WDC's short-term financial assistance program will take over and continue supporting short-term training for Idahoans.

Ms. Swanson reviewed the Short-Term Financial Assistance Policy. Please see attached packet.

Ms. Swanson requests unanimous consent to approve the Short-Term Financial Assistance Policy as presented.

Discussion

The Policy Committee has had great discussion on this topic and is ensuring the funds are being used carefully. Every dime of the WDTF needs to be spent to better Idaho and the wellbeing of all Idahoans.

There are no objections.

***2021 Legislative Priorities**

Ms. Swanson reviewed the 2021 Legislative Priorities. Please see attached packet.

Discussion

Within the Governor's recommendation for the Build Idaho Future Initiative are things specific to Idaho Career and Technical Education.

- \$1 million for secondary one-time program expansion and modernization.
- \$2.5 million for postsecondary one-time program expansion and modernization.
- \$500,000 for Workforce Training Centers to develop and deliver content to constituents across the six regional markets.
- \$750,000 for Workforce Training Centers to develop and deliver content specific to food processing and manufacturing.
- \$3 million for the College of Eastern Idaho's (CEI) Future Tech building.

Ms. Swanson requests unanimous consent to approve the 2021 Legislative Priorities with the additions above. There are no objections.

WIOA Youth Program Discussion

The Council is responsible for setting policies on how recaptured WIOA funds are distributed and used. The WDC identified special projects for the recaptured WIOA Youth funds to be spent on. If the funds are not spent by June 30, 2021 the funds go to IDOL. IDOL then has an additional year to spend the funds before they are returned to USDOL. The funds must be spent on eligible youth activities. WIOA requires that a state spend 75% of the WIOA youth funds on out-of-school youth. Up to 25% of the funds can be used on in-school youth. In 2017, the WDC adopted a policy that 100% of WIOA youth funds would be allocated to out-of-school youth. The reasoning behind the decision came down to funding amounts for in-school youth. The funding amounts to support in-school youth were too small to be effective in many areas of Idaho.

Ms. Secrist discussed this topic with the Executive Committee and the Committee brought up the question of why we are not helping Idaho youth before they drop out of school. The Committee suggested discussing with the full Council the possibility of changing policy to enable the use of funds for in-school youth.

Ms. Secrist reviewed the WIOA Youth Program information packet. Please see attached packet.

Discussion

Previously, how were funds spent on in-school youth?

- In the past, one way Idaho used the funds to place IDOL staff in technical schools to place students in work experiences. This program was widely liked by the technical schools.

Around 20 states have waivers with USDOL to be able to spend up to 50% of WIOA Youth funding on in-school youth. This could be an option for the WDC.

There is a need for in-school services. It seems like a better option to try to get a waiver from USDOL to provide funding to gaps in supporting in-school youth. If the WDC is not successful in getting a waiver then our options can be reevaluated.

It took IDOL staff awhile to shift focus to solely serving out-of-school youth. If the Council does decide to shift some funding to in-school youth, the Council should consider specific populations, so funds are not being wasted on youth who are already planning to go on to college, apprenticeship, etc.

The Vocational Rehabilitation programs are required to set aside 15% of their federal funding for in-school youth with disabilities. This is an area that VR needs to grow and expand. With COVID, it has been a challenge to meet the 15% requirement.

It will be important for the WDC to collaborate with the other entities involved in supporting in-school youth. Efforts will need to be targeted towards specific demographics.

There are benefits to reaching in-school youth before they become out-of-school youth. Out-of-school youth is a very hard population to find. The Boise State Public Policy is conducting research on out-of-school youth which will help determine if Idaho is serving out-of-school youth with the best methods, platforms, etc.

There are alternative high schools all over the state that serve high risk youth. Partnering with them would help keep the in-school youth from becoming out-of-school youth.

Many at-risk students are individuals with disabilities. VR tries to work with alternative high schools but find that many prefer to work with IDOL. It will be important to ensure the WDC or IDOL does not duplicate VR's efforts.

Could the funds be used to utilize probation officers to help with this population?

- Probation officers are in touch with in-school and out-of-school youth.
- IDOL reached out to probation officers for WIOA youth and adult programs.

Ms. Swanson met with Karen Wardell, a GED instructor at the Orofino Prison, and Ms. Wardell was very interested in the programs that could support her students. U of I is interested in helping provide education in prisons.

The Council would like to see a draft policy change and additional data before acting on this discussion.

Economic Outlook

Mr. Shaul presented Idaho's Economic Outlook. Please see attached presentation.

It is surprising that the Leisure and Hospitality industries did not take a bigger hit during COVID-19. How much of an impact did the PPP loans make in these industries?

- Several leisure and hospitality workers are not covered by unemployment insurance. The PPP loans have helped several industries. In certain areas of Idaho, the occupancy rates of hotels have been higher than expected. A lot of that has to do with neighboring states being shut down. Going forward, it is a concern that if the vaccine is not distributed in a timely fashion it will majorly impact these industries.

Eastern Idaho has a large construction project with INL which will bring many construction jobs to the state. What does the construction industry look like in the rest of Idaho?

- Housing in Idaho has not slowed. There is heavy construction going on all around the state.
- Construction did not see a big impact from COVID-19 like many other industries. Demand for construction workers is very high.

Lunch: 12:45 pm – 1:00 pm

Workforce Development Training Fund Grants – Employer Grants Update

Mr. Thomsen provided an overview of Employer Grants. Please see attached packet.

Discussion

Is there a per employee/trainee threshold for funding amount?

- The quantitative funding model determines the amount of funding per person for the employer.
- \$4,000 per person is the max an employer can receive.

Aerocet

Aerocet was unable to join us today. Mr. Thomsen provided an overview of the grant. Please see attached packet.

Aerocet targeted internal, incumbent workers. They wanted to first try the program with existing staff they felt would be successful in the program. They plan on bringing on new staff using the same model.

Plant Therapy

Ms. Kitchen provided an overview of the Plant Therapy employer grant. Please see attached packet.

How many new and existing employees have received training?

- Ms. Kitchen will get those numbers to the Council.

House of Design

Ms. Anderson provided an overview of the House of Design employer grant.

What is the retention rate of new employees being trained?

- This year House of Design only had 15 people terminated (some were temporary workers). Out of the 80-90 hires, only 20 have left the business. They offer a lot of internal promotion opportunities.

Chair's Closing Remarks

The next council meeting is on April 14. Part of the agenda will be dedicated to board development. The meeting will last a full day.

Please consider hosting a teacher extern. Mr. Thomsen will send out an e-mail with information about the externships.

All Council members should commit to communicating about the WDC with at least one entity in their network by March 31. This could be facilitating a presentation that staff make or talking with an employer about ways the WDC can help. We want to see the word about the WDC being spread throughout the state.

Over the next quarter, Ms. Secrist will meet with each council member individually. She would like to discuss different community organizations, outreach efforts, and get feedback on the work of the council.

**Mr. Maloney requests unanimous consent to adjourn. There are no objections.
Adjourned at 1:27 p.m.**

WDC Elevator Pitch & About Us

Elevator Pitch:

Our work gets Idahoans into the careers they want and puts them on a path to prosperity. We also make sure Idaho's employers have the highly educated, highly skilled talent they need to thrive, today and into the future. We do it by bringing cohesion and providing the expertise and funding to set things in motion for our workforce development partners throughout the state.

We make sure Idaho works.

Here are some bullets to help with delivery of *Your Personal Elevator Pitch*.

Our work connects:

- Idahoans to good careers
- Employers to skilled talent

We provide:

- A point of cohesion for the workforce system
- Funding to make it happen

Here is our About WDC to help with additional details:

ABOUT WDC

WE MAKE SURE IDAHO WORKS.

From Fortune 500 companies to small, family-run businesses, Idaho's economy is vast, diverse, and full of promise and opportunity. Our lumber, wood products, and paper provide essential infrastructure for homes and business. Our science and technology sector inspires and shapes our futures. And then there's mining, tourism, healthcare, agriculture, and manufacturing. In every sector, innovation defines how we as Idahoans get to work.

A diverse economy calls for a diverse workforce—people with the skills, the smarts, and the experience to meet the ever-evolving needs of every and any industry in our state. A workforce of lifelong learners, who can adapt to new innovations and advances. And a workforce of Idahoans who will reap the rewards of the personal investment they make in their chosen careers.

Established by the Office of the Governor in 2017, the Idaho Workforce Development Council is here to make sure Idaho works. We help bring cohesion and provide the expertise and funding to set things

in motion for our workforce development partners throughout the state. Together, we ensure every Idahoan is prepared for the career—or careers—of their choosing. And we meet the needs of Idaho's employers by creating a pool of qualified talent for every workforce sector, in every corner of the state.

Our work is all about creating opportunity and prosperity. For Idaho's employers, it's the promise that they will grow, thrive, and remain vital well into the future because they have the workforce they need to get business done right. And for the people who proudly call Idaho home, it's a promise that every Idahoan will have a rewarding career—one that provides stability, prosperity, dignity, and a sense of pride.

We're Idaho's Workforce Development Council. Together with our statewide partners, we're preparing the workforce for tomorrow and building the brightest future for Idaho.

March 2021 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				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				\$619,705	\$213,313	\$406,392

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	
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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

Committee Reports

Committee Reports

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 14, 2021	Recap of Council Meeting	Debriefed on Council meeting and discussed options for board development activity in April.
January 14, 2021	Idaho State University - Innovation Grant	Approved the Idaho State University Innovation Grant in the full amount of \$21,945.
January 14, 2021	WDTF Discussion	Extended the authority of the executive director to offer 6-month contract extensions to grantees who have been impacted by the COVID-19 pandemic. Discussed the registered apprenticeship incentive under development by the Policy Committee. Discussed process to leverage WDTF for matching funds for upcoming federal grants.
January 14, 2021	WIOA Adult & Dislocated Worker Procurement Update	Ms. Secrist shared that proposals are due on January 28 and provided an overview of the evaluation process.
January 14, 2021	Executive Director Updates	No additional updates.
February 11, 2021	Treasure Valley Community College – Industry Sector Grant	Approved the Treasure Valley Community College Industry Sector Grant in the amount of \$440,174.
February 11, 2021	Paylocity – Employer Grant	Approved the Paylocity Employer Grant in the full amount of \$81,000.
February 11, 2021	WDTF Policy Discussions	Ms. Secrist provided an update on the Registered Apprenticeship Incentive policy and requested feedback on providing entrepreneurship training under the WDTF.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 11, 2021	International Rescue Committee - Innovation Grant	Approved the International Rescue Committee Innovation Grant in the full amount of \$24,999.70.
March 11, 2021	April Council Meeting Agenda Review	Review agenda for upcoming meeting.
March 11, 2021	Funding the Expansion of Work Based Learning	Discussed how WBL expansion efforts could fit into existing WDTF programs and the role of the WBL Committee in reviewing upcoming proposals.
March 11, 2021	Executive Director Updates	Ms. Secrist shared updates on a recent meeting with the Shoshone Bannock Tribal Council, her presentations to legislative committees, a meeting with the Lt. Governor on apprenticeship and the WDC budget.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 26, 2021	Treasure Valley Community College - Industry Sector Grant	Recommended approval of the Treasure Valley Community College Industry Sector Grant in the amount of \$440,174.
January 26, 2021	Paylocity - Employer Grant	Recommended approval of the Paylocity Employer Grant in the full amount of \$81,000.
February 23, 2021	International Rescue Committee - Innovation Grant	Recommended approval of the International Rescue Committee Innovation Grant in the full amount of \$24,999.70.
February 23, 2021	University of Idaho - Industry Sector Grant	University of Idaho needed more time to prepare their application, so this agenda item was moved to the March meeting.
March 23, 2021	BSU - Industry Sector Grant	Quorum was not met so the Committee tabled action on the grant.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 23, 2021	Idaho Power - Employer Grant	Quorum was not met so the Committee tabled action on the grant.
March 23, 2021	Western States Equipment - Employer Grant	Quorum was not met so the Committee tabled action on the grant.
March 23, 2021	U of I - Innovation Grant	Quorum was not met so the Committee tabled action on the grant.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 12, 2021	Idaho Launch – Extension of CARES Act Funding	Ms. Solace provided an update on Launch, including the ability to continue to use CARES Act funds until they run out or June 30, 2021.
January 12, 2021	One Stop Operator Update	Ms. Nash shared that the regional MOUs are being updated.
January 12, 2021	Infrastructure Cost Sharing Work Plan	Ms. Secrist and Ms. Nash shared the work plan to establish cost sharing agreements and requested input from the Committee on specific items.
January 12, 2021	WIOA Youth Program Funding - In-School Youth vs. Out-of-School Youth	The Committee discussed the pros and cons of providing flexibility to serve in-school youth under WIOA again.
January 12, 2021	USDOL Technical Assistance for Business Services - Scheduling	A subcommittee has established work with USDOL and Maher and Maher to define the Business Services Training.
February 9, 2021	EO Survey Methodology and Implementation	Ms. Nash was charged with creating a template in Survey Monkey for agencies to use for the EO survey so that data could be aggregated for the State EO Officer.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 9, 2021	Infrastructure Cost Sharing Work Plan	Ms. Nash provided an update on the status of developing the one-stop operations budget.
February 9, 2021	Work from Home Opportunities	Ms. Nash asked for feedback on sharing work-from-home opportunities with the partners. Each partner will identify a point of contact for this type of information and post it on SharePoint.
February 9, 2021	SDA American Job Center Network MOU – Draft	The draft regional MOU template was reviewed. Once infrastructure cost sharing agreements are ready, the committee will be asked to recommend these to the Council for signature.
February 9, 2021	WIOA Youth Program Funding – In-School Youth vs. Out-of-School Youth	Ms. Secrist provided an update on ongoing discussions around shifting the policy to allow services to in-school youth. A subcommittee was identified to further discussions once the OSY research project is completed.
March 9, 2021	One-Stop Operator Update	Ms. Nash shared that 3 of the 6 regions have completed their annual training; the Pocatello one-stop has begun its recertification process; and a Spanish version of the EO survey is under development.
March 9, 2021	IDOL American Job Centers – Comprehensive vs. Affiliate Plans	Ms. Carr provided an update that IDOL will not seek comprehensive status for one-stops other than the two required in Lewiston and Idaho Falls.
March 9, 2021	Infrastructure Cost Sharing – MOU Language & Methodology	The methodology for calculative relative share of infrastructure costs was reviewed with the Committee. Actual numbers will be available in April and once they are plugged in, the Committee will be asked to recommend approval of the regional MOUs and cost sharing agreements to the Council.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 9, 2021	Business Services Training Update	The 3-part business services training will begin in April and conclude by the end of May.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 3, 2021	Regents of the University of Idaho - Dig/nIT Internship Program	The committee referred this application back to the applicant for revision.
February 3, 2021	Idaho Commission for the Libraries Outreach Update	Presentation from ICL about their outreach efforts and how we might collaborate.
February 3, 2021	WDC Outreach Program Updates	Discussion of new language for the WDTF grants page to clarify the type of proposals the Outreach Committee is looking for.
March 3, 2021	Idaho Veterans Chamber of Commerce - Customer Relationship Management Implementation	The committee referred this application back to the applicant for revision.
March 3, 2021	College of Western Idaho - CWI Work-Based Learning Center (Demonstration Project)	Denied request for \$125,000 for CWI to start a new work-based learning center.
March 3, 2021	Youth Apprenticeship Grant Idaho Business for Education Update	Update from IBE on their initial outreach efforts for the Youth Apprenticeship Grant.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 3, 2021	Idaho WDC Outreach Update	Discussion on need and plan to update committee's Guiding Document.

Work-Based Learning Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 27, 2021	Boise State University Work U	Boise State University's Career Services Department has two programs that assist students with connecting their education to careers. The first program is a traditional internship program and provides over 2000 students opportunities in their field of study. The second program called "Work U" offers students whose degree does not directly translate into a career pathway an opportunity to work with an employer. The program is designed to help students see how their degree connects to employment.
January 27, 2021	Educator Externship Program	The STEM Action Center and Workforce Development Council presented on the Educator Externship Program. The program connects educators to industry to learn about career opportunities. Educators use this information they learn about the industry in the classroom to help students learn more about career pathways in Idaho.
January 27, 2021	Idaho Apprenticeship Coalition Update	The Idaho Apprenticeship Coalition was formed to increase communication and collaboration among the Idaho Department of Labor's, Idaho Career and Technical Education's, and Workforce Development Council's grant awards. Each member of the Coalition provided a brief presentation on updates to their respective grants.

Work-Based Learning Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 24, 2021	International Rescue Committee Pre-Apprenticeship Programs	The International Rescue Committee provided an overview of two pre-apprenticeship programs they have developed for environmental services and industrial sewing. IRC began the EVS program in 2018. They have completed 5 cohorts with St. Alphonsus hiring 26 new EVS staff into their registered apprenticeship program. The industrial sewing program is new to IRC and was developed in partnership with three Boise area employers and the Idaho Department of Labor. The WDC awarded \$25k to IRC to help develop the program. IRC will train 26 individuals over the next 12 months.
February 24, 2021	University of Idaho Co-operative Education Program	The University of Idaho has worked with employers in Idaho to help place computer science students in work experiences as part of the University's cooperative education program for the last three years. In 2019, the WDC awarded an industry sector grant to the University that helped expand the program by offering engineering students work experience opportunities that would lead to program credit.
February 24, 2021	Idaho Apprenticeship Coalition Update	The Idaho Apprenticeship Coalition has been working on providing partners access to a single CRM. HubSpot is currently used by the Idaho Department of Labor to manage their apprenticeship program. Access to Labor's CRM will be given to partners who sign an MOU. The use of a single CRM will help communication between partners and prevent duplication of efforts.
March 24, 2021	Idaho Department of Labor On-The-Job Training Discussion	The Idaho Department of Labor through the Workforce Innovation and Opportunity Act works with program participants to place them in on-the-job training opportunities with employers. These opportunities offer participants entry into a field where they may not have prior experience. The WIOA program offers experiences that can be short-term, part-time, or full-time.

Work-Based Learning Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 24, 2021	Idaho Division of Vocational Rehabilitation On-The-Job Training Discussion	Idaho Division of Vocational Rehabilitation works closely with employers to help place individuals into successful employment. VR staff help address any disability related barriers that prevent someone from being placed. Work-based learning services offered by VR differ from on-the-job training. OJTs are about a particular skillset in an occupation where WBL is part of the pre-employment transition.
March 24, 2021	Idaho Apprenticeship Coalition Update	The Idaho Department of Labor is taking the lead on a new grant offered by the US DOL. The State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) is a Governor-led state initiative that expands and transforms registered apprenticeship by combining industry expansion, incentives, and reform. The goals of the grant include: System expansion to support the development, modernization, and diversification of RAPs, Partnership, and alignment to support workforce system integration, Increasing the number of apprentices enrolled in RAPs, including underrepresented populations, Innovation in program development and recruiting strategies. Target Populations included are youth 16 years of age and older, not currently enrolled in a RAP, women, people of color, formerly incarcerated, persons with disabilities, veteran's priority of service, and people and industries most affected and displaced by COVID-19.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
January 12, 2021	Financial Assistance for Short-Term Training – Policy Updates for Council	Recommended update to the Financial Assistance for Short-Term Training policy to the Council to increase the maximum cap to \$7,500.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
January 19, 2021	Launch New Course Approvals	Approved adding the welding trainings to the list.
January 19, 2021	Launch For-Credit Programs	Discussed whether for-credit programs should be added to Launch where non-credit programs are not available (ex. Auto Technician). Mr. Schwarz will consult with financial aid experts to determine the impact the state funding could make to an individual's eligibility and report back to the Committee.
January 19, 2021	WDTF Policy – Apprenticeship Reimbursement	The Committee revisited discussions from August on creating an incentive specifically for employers utilizing registered apprenticeship. Ms. Secrist will present a draft policy at the next meeting.
February 16, 2021	Review Draft Registered Apprenticeship “Incentive” Policy	Discussed draft policy and made recommendations for updates.
February 16, 2021	For-Credit Training for Launch	Mr. Schwarz shared his discussion with the financial aid office. 16 credit hours seems to be a threshold with federal aid - a basic technical certificate would likely be the maximum Launch should cover.
February 16, 2021	Update on In-Demand Occupations Updates	Topic moved to March meeting.
February 16, 2021	Launch New Course Approvals	Committee approved new programs to be added to the list.
March 16, 2021	Registered Apprenticeship Incentive Policy	Committee is in full support of policy as presented. Quorum was not met so a special meeting will be scheduled in advance of April 14 Council meeting to move this forward.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
March 16, 2021	For Credit Training in Launch Update	Ms. Solace shared that staff are working to identify the gaps where for-credit training is needed. Auto Technician is one, cybersecurity may be another. A recommendation will be forthcoming to the Committee.
March 16, 2021	In Demand Occupations Update	IDOL, the State Board of Education, CTE and WDC are working to update the in-demand occupation methodology. The first phase should be complete in June.

Apprenticeship Incentive Policy

Workforce Development Training Fund Policy

Adopted ~~April 11, 2019~~XXXXXX

Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs:

- Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
- Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
- Support growth of the economy by assisting employers with job creation and integration of technology, specifically through the development of skills in their existing and/or new employees.
- Provide a return on investment to Idahoans as evidenced by increased wages, job creation, capital investment, retention of Idaho's workforce, credential attainment and/or customer satisfaction (employer and trainee).
- Promote innovation in talent development.
- Encourage replication of best practices in talent pipeline development.

Industry Sector Grants

Eligibility

A business entity representing a consortium of at least three industry partners with a similar talent development needs. All industry partners must meet current WDTF business requirements for employer grants. The business entity may be any of the following:

- an industry partner
- a non-profit or community-based organization
- a public training provider
- a private training provider

The entity must be authorized to conduct business in Idaho and in good standing as evidenced through the Idaho Secretary of State and/or State Board of Education.

Training should provide transferrable skills gains for all individuals participating in the program. Training should lead to wage gains and/or promotional opportunities for incumbent employees of the consortium partners. Training may include traditional classroom delivery, online delivery and/or work-based learning delivery.

Exclusions

Soft-skill training is not excluded from sector grants; however, it must be embedded in the training. A sector grant application focused on soft-skill training alone would not be eligible for funding.

Fund Availability

Industry sector grants should provide a cost effective, reasonable training solution to the needs identified by the industry partners. The following factors will be evaluated by the Grant Review Committee:

- the number of industry partners involved,
- the cost per participant served by the grant,
- the sustainability of the training/education program beyond the grant period,
- the transferability of the skills provided through the training/education program,
- whether industry recognized credentials are integrated into the training/education program,
- the entry level wage (at the county or state level, as appropriate) for the occupation(s) the training/education program is preparing individuals for,
- past performance, if any, by the lead entity on prior grants.

Applications

Applicants must provide at a minimum:

- A description of the need for the training proposed in the application.
- The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training, at a rate of no less than 25 percent cash, or no less 100 percent in-kind match, or a combination of cash and in-kind match. All consortium partners must sign an MOU using a template provided by the Council.

Reimbursable Expenditures

Eligible use of grant funds includes:

- Personnel costs for development and/or delivery of training; or tuition, fees, books and materials for existing training integrated into the program.
- Personnel costs for the industry mentor/on-the-job trainer for structured on-the-job training.
- Reasonable training facility costs.
- Reasonable equipment costs and supplies.
- Reasonable travel costs for the instructor and/or trainee.
- Reasonable outreach/marketing efforts to attract individuals to the training program.
- Cost of assessments associated with the provision of recognized credentials.
- Administrative costs cannot exceed ten percent (10%) of the WDTF grant award. Excess administrative costs may be applied towards match requirements.

Contractual Terms

- Grant term is three years.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants, regardless of the age of the participant.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number of individuals trained
- Number receiving credential(s)
- Number of individuals employed within 30 days following the training
- Number of individuals employed by the industry consortium (whether incumbent or new hires)
- Wage gains for individuals trained (the wage prior to training and at one-year post training)
- Retention in Idaho at one-year post training
- Employer satisfaction with sector partnership

Innovation Grants

Eligibility

The lead applicant must represent a community-based team with representation and support from business, education and other community partners as an ideal partnership. The lead applicant must be an entity physically located in the State of Idaho with the fiscal capacity to track funds and safeguard spending.

Innovation grants can fund projects that address local workforce development needs. Projects may provide skills training to individuals and/or assist individuals with connecting to careers.

- New or enhanced training must address specific employer-identified skills gaps in the community; training cannot supplant or compete with current training opportunities.
- Training may include work-based learning opportunities, classroom training or virtual training that addresses the skill gaps identified by employers in the community.
- Assisting individuals to connect to careers may include providing information and outreach on career education and workforce training opportunities and/or soft skill development.

Fund Availability

Innovation Grants are available for up to \$25,000. Grantees may have more than one Innovation Grant project open. However, past performance will be reviewed and taken into consideration into future awards.

Applicants may apply for funding to serve more than one region. The budget for each region cannot exceed \$25,000.

Applications

Applicants must provide at a minimum:

- A description of the need for the training and/or activities proposed in the project.
- A description of the populations targeted for the training and/or activities.
- A description of the community support and/or leveraged resources.

Reimbursable Expenditures

Innovation Grants are intended to support innovative approaches to workforce development. Applicants should propose reasonable budgets that directly support the project.

Contractual Terms

- Grant term is one year.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number trained/impacted.
- Number receiving credential(s).
- Number of employers involved in project.
- Trainee/participant satisfaction.
- Employer satisfaction.
- Additional metrics proposed by applicant.
- If direct training is provided to adults, Council staff may require the grantee to collect social security numbers so that employment information can be tracked.

Registered Apprenticeship Incentive

Eligibility

Idaho employers who are utilizing a registered apprenticeship program to train new or newly promoted employees.

- Must be registered with the Secretary of State to do business in Idaho and be in "good standing".
- Entry level wage must be no lower than \$12 per hour. Preference will be given for jobs that pay at or above the county average wage.
- Training must be through a Registered Apprenticeship with the US Department of Labor. Employer will be required to provide evidence of the apprentice's registration.
- Employer must provide a health benefit plan. "Health benefit plan" means:
 - any hospital or medical policy or certificate,
 - any subscriber contract provided by a hospital or professional service corporation, or managed care organization subscriber contract.

Health benefit plan does not include:

- policies or certificates of insurance for specific disease,
- hospital confinement indemnity,
- accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,
- student health benefits only coverage issued as a supplemental to liability insurance,
- workers compensation or similar insurance,
- automobile medical payment insurance,
- or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

Exclusions

Temporary and contract positions do not qualify for training reimbursement.

- Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the employer paying at least \$12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as temp-to-hire.

Fund Availability

The Council may establish a pool of funds on an annual basis for this program. A maximum of \$1,000 per apprentice, per year for the duration of the apprenticeship, is available to offset the extraordinary costs of utilizing a registered apprenticeship training program. An employer may not be allocated more than \$10,000 per year under this program. Funds for the first year will be distributed upon verification from RAPIDS that the apprentice has completed at least 500 hours of on-the-job training. Additional funds will be available annually, thereafter, upon verification from RAPIDS that the apprentice continues to progress in their program. For competency-based apprenticeship programs, a reimbursement schedule will be provided in the grant agreement.

Applications

Employer shall provide at a minimum:

- A copy of the executed standards (or participation agreement, if involved in a group sponsorship) for the registered apprenticeship program, including the OJT and RTI attachments.
- The RAPIDS number of the apprentice.

Reimbursable Expenditures

WDTF grants may reimburse the following eligible expenses:

- Training costs associated with vendor provided training including instructor wages, reasonable travel costs and materials.
- Training costs associated with structured internal training including instructor wages, reasonable travel costs and materials.

Expenditures that are not reimbursable:

- Employee onboarding,
- Wages paid to individuals receiving training.

Contractual Terms

- Grant period is aligned to the length of the registered apprenticeship program.
- Only Idaho taxable full-time, non-seasonal employees are eligible for reimbursement.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

Performance Metrics

The return on investment shall be measured by:

- Number of employees trained.

- Wage gains at one-year post training.
- Employee retention (at the employer who trained them and/or another Idaho employer).

Employer Grants

Eligibility

Idaho employers who are increasing their current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives. The fund is designed to support an employer's innovation of its processes, products and services; and/or the development of new goods or services which will improve the employer's competitive position within the industry.

- Must be registered with the Secretary of State to do business in Idaho and be in "good standing".
- Entry level wage must be no lower than \$12 per hour. Preference will be given for jobs that pay at or above the county average wage.
- Training must lead to a significant wage increase (i.e. beyond typical cost of living/annual increases) for existing workers based on the skill set attained during training. This criteria does not apply to new jobs.
- Employer must provide a health benefit plan. "Health benefit plan" means:
 - any hospital or medical policy or certificate,
 - any subscriber contract provided by a hospital or professional service corporation, or managed care organization subscriber contract.

Health benefit plan does not include:

- policies or certificates of insurance for specific disease,
- hospital confinement indemnity,
- accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,
- student health benefits only coverage issued as a supplemental to liability insurance,
- workers compensation or similar insurance,
- automobile medical payment insurance,
- or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

Exclusions

Temporary and contract positions do not qualify for training reimbursement.

- Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the employer paying at least \$12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as temp-to-hire.

Fund Availability

A quantitative funding model is used for validating eligibility and to determine the maximum amount of funding for training per job for new and retained jobs based on several weighted factors. The policy

committee will review the quantitative funding model annually. If the applicant has received a WDTF grant previously, past performance will be reviewed and taken into consideration for future awards. Grantees may have only one Workforce Development Training Fund Employer grant open at a time.

Applications

Employer shall provide at a minimum:

- A description of the capital investments being made by the company and the need for training.
- A list of all positions and average wage.
- A training plan that includes the anticipated training vendor, training title, training description, skills attainment and cost. If the company provides internal training, the training must be a structured on-the-job training with a specific outline of the learning outcomes and how the effectiveness of the training will be measured.

Reimbursable Expenditures

WDTF grants may reimburse the following eligible expenses for training that provides transferrable skills gains or leads towards promotional opportunities:

- Training costs associated with vendor provided training including instructor wages, reasonable travel costs and materials.
- Training costs associated with structured internal training including instructor wages, reasonable travel costs and materials.

The training project needs to be out-of-the-ordinary training and beyond what is needed in the normal course of business. Examples include:

- Training for a new piece of equipment or service offered by the company.
- New industry certifications (cannot include continuing education to maintain an existing certification.)
- Opportunity for trainees to move into a new position that require different or additional skills than used in the current position.

Expenditures that are not reimbursable:

- Employee onboarding,
- Wages paid to individuals receiving training.

Contractual Terms

- Grant period is for two years.
- Only Idaho taxable full-time, non-seasonal employees are eligible for reimbursement.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

Performance Metrics

The return on investment shall be measured by:

- Number of employees trained.
- Wage gains at one-year post training.

- Employee retention (at the employer who trained them and/or another Idaho employer).
- Capital investment in expansion/technology updates that precipitated the grant.

Outreach Projects

Eligibility

Eligible applicants include:

- State Agencies
- Educational institutions
- Non-profit organizations
- Employers

Fund Availability

The Council approves an earmark of training funds annually for Outreach Projects. The Outreach committee will follow the proposal procedure to determine awards.

Proposals

Applicants must provide at a minimum:

- Organizational capacity resume
- Resume or bio for the proposed project manager
- Project timeline
- Project description
- Budget (including in-kind and matching funds)
- Description of how the project increases awareness of career opportunities for Idahoans
- Break down of project audience reach
- Anticipated outcomes
- What metrics and reports will be delivered, and when

Contractual Terms

- Project terms are up to 3 years.
- Data, metrics, and campaign assets may be retained by the Workforce Development Council to share with other partners statewide.

Performance Metrics

The return on investment shall be measured by:

- Number reached.
- Number engaged.
- Number recruited.
- If hard-to-reach individuals are engaged.
- Metrics identified in initial proposal.

WBL Committee Updates



Work Based Learning Committee Update
April 14, 2021



1

WBL Committee Charge

The Work-Based Learning Committee is responsible for:

- Cultivating a nimble system under the Idaho LEADER framework that ensures innovative and high-quality programs are available throughout Learning About Work, Learning Through Work, and Learning At Work. Recommending investment of Council resources to scale efforts as appropriate.
- Providing robust information on all aspects of work-based learning and connecting stakeholders to existing and new efforts.
- Promoting the opportunities and benefits of work-based learning to employers, individuals and influencers.



2

Outreach Committee			Work-Based Learning Committee				Apprenticeship Coalition	
Learning About Work			Learning Through Work			Learning At Work		
Category	Career Education	Employer Engagement	Externships	Internships	Pre-Apprenticeship	Co-op	On-the-Job Training	Apprenticeship
Definition	Teachers bring career information into the classroom.	Students learn by directly engaging with potential future employers.	Short practical work experiences to "ground-truth" theory.	A short-term position providing experience and exposure. May be paid or unpaid and for-credit or non-credit.	A program that teaches basic technical and job-readiness skills to prepare for an apprenticeship.	Structured method of classroom learning integrated with workplace experience where credit is received for both.	Individuals are taught by other employees how to complete a task while doing the job.	An "earn while you learn" model where on-the-job training is coupled with related instruction. Wage gains are incorporated and the experience culminates in industry-recognized credentials.
Activities	Career Counseling Pathway Planning Presentations examining growth careers Industry Speakers Interviews with current employees	Host a tour for middle school/high school students or participate in school-organized career fairs. Provide an opportunity for students to job shadow. Become a mentor through the STEM Action Center's Mentorship Portal.	Host a teacher during the summer to bring real-world experiences into the classroom.	Connect with college & career advisors at high schools to reach high-school interns. Connect with postsecondary institutions to reach college interns.	Partner with an industry association to develop a program to teach workplace skills. Host a competitive job-skill-building event requiring potential apprentices to collaborate on project-based activities.	Connect with a local community college or other postsecondary institution to identify cooperative education opportunities in areas of in-demand skills.	Partner with the Idaho Department of Labor, Division of Vocational Rehabilitation and/or Department of Health & Welfare to hire Veterans, individuals with disabilities, and other individuals seeking work.	Develop registered apprenticeship programs for hard-to-fill positions. Expand apprenticeship programs to School to Registered Apprenticeship to engage high school students.
								

3

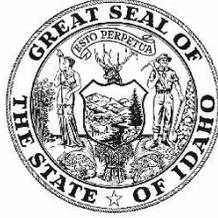
<h3>Committee Objectives</h3> <ul style="list-style-type: none"> • Formally define WBL in partnership with the State Board of Education. <ul style="list-style-type: none"> • Integrate existing workplace readiness standards. • Evaluate scalability of existing WBL programs – facilitate grant opportunities. • Provide a statewide infrastructure for facilitating WBL and monitoring impact.


4

WIOA Local Area Set-Asides

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: April 14, 2021
To: Workforce Development Council
From: Wendi Secrist, Executive Director
Subject: WIOA PY21 Local Area Allocations and Set-Asides, including PY20 Recapture Plan

The estimated WIOA Title IB funds available to the two local areas for PY21 are:

- Adult Total - \$2,148,375 (\$1,811,219 was available in PY20)
 - Local Area Balance of State - \$1,928,495
 - Local Area Region 6 - \$219,880
- Dislocated Worker Total - \$ 1,409,670 (\$1,373,814 was available in PY20)
 - Local Area Balance of State - \$1,316,674
 - Local Area Region 6 - \$92,996
- Youth Total - \$2,395,028 (\$1,906,050 was available in PY20)
 - Local Area Balance of State - \$2,106,421
 - Local Area Region 6 - \$288,607

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

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

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

In PY21, we must set aside, at a minimum, funds to carry out our responsibilities under 1 and 3. Based on projects that we started last year, I've included recommendations for 5 and 10.

- One Stop Operator Contract (1) - \$150,000
- Administrative Duties (3) - \$595,307
- Workforce/LMI Surveys (5) – up to \$50,000
- Promotion of Registered Apprenticeship (10) – up to \$100,000
- Justice-Involved Youth Coordination (10) – up to \$80,000

As a local board, we can recapture PY20 funds from local areas which have not expended 80% of their allocated funds by the end of the program year. The total recaptured from PY19 was \$1,287,064. While we do not anticipate recapturing as much this year, we do have the flexibility to use any recaptured funds towards the local area set-asides prior to using the new program year allocations. Any remaining recaptured funds would be redistributed to the service delivery areas, per our policy. It is important to note that any unspent PY20 recaptured funds would revert to the State administrative entity (IDOL) on June 30, 2022. Unspent recaptured PY19 funds will revert to the state as of June 30, 2021.

The final consideration for the Council concerning PY21 allocations is the unique distribution of funding from USDOL to the states for the Adult and Dislocated Worker programs. USDOL makes available approximately 12.5% of the state's expected annual allocation on July 1, with the remaining funds available on October 1. This means that local areas and service providers are expected to provide services for 25% of the year with only 12.5% of their anticipated funds. The local areas and service providers' ability to carry-in 20% of their previous year allocation, if available, helps to offset this challenge.

The state Administrative Entity anticipates that some service delivery areas may have spent beyond the 80% threshold by the end of PY20. This is not a bad thing, but it does mean that they may not have sufficient carry-in to provide continuity of service between July and October 2021. To that end, the local board may redistribute PY20 recaptured funds to bring any service delivery area in this situation up to the 20% carry-in level before contemplating additional local area activities.

Estimates for recaptured funds won't be available until late May, and the final numbers are not available until mid-to late August. Preliminary PY21 allocations need to be made in late May, using our best estimates, so that service providers can plan for the upcoming program year which starts on July 1.

If the Council supports the local area set-asides listed above, a motion similar to the one below will allow staff and the Administrative Entity to proceed with the July – September PY21 allocations.

Suggested motion:

Approve the following with respect to PY21 allocations and PY20 recapture:

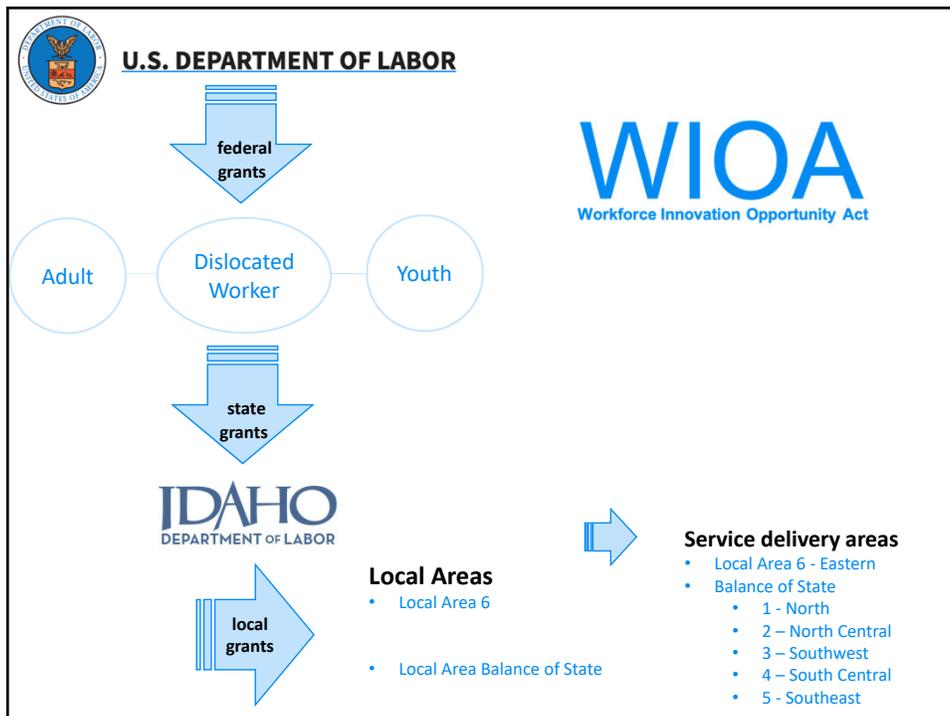
- *Recapture all eligible PY20 program funds, to be calculated based upon final PY20 expenditures, in accordance with the policy approved on April 7, 2020.*
- *Redistribute PY20 recaptured funds across service delivery and local areas to provide 20% carry-in of PY20 funds to be used in the first quarter 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.*

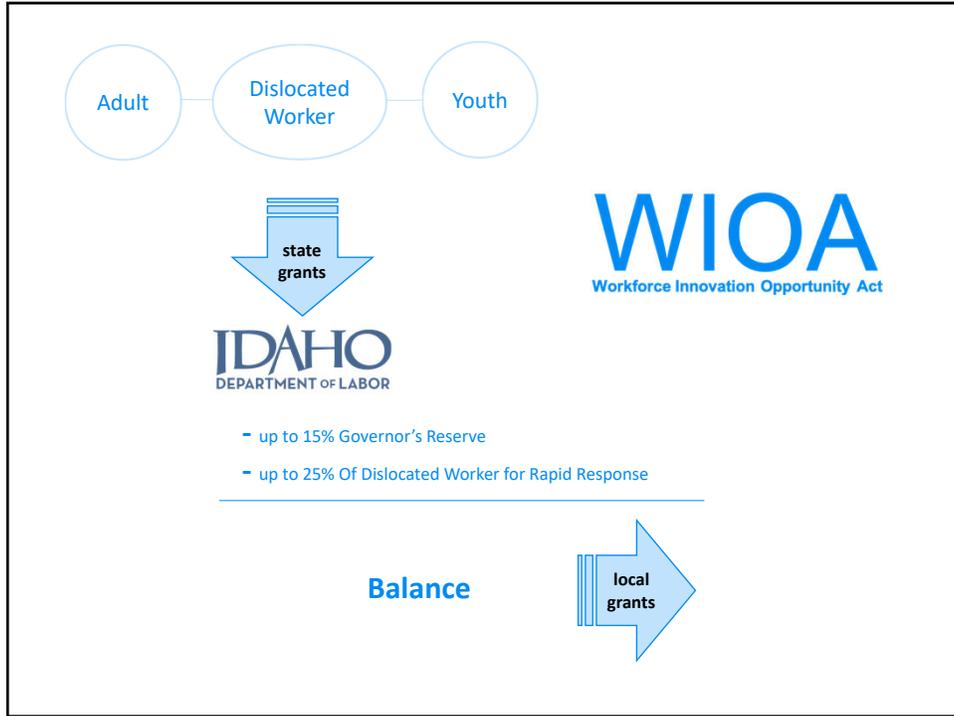
Overview of WIOA Title I Funding

Flow from Federal to State to Local Areas

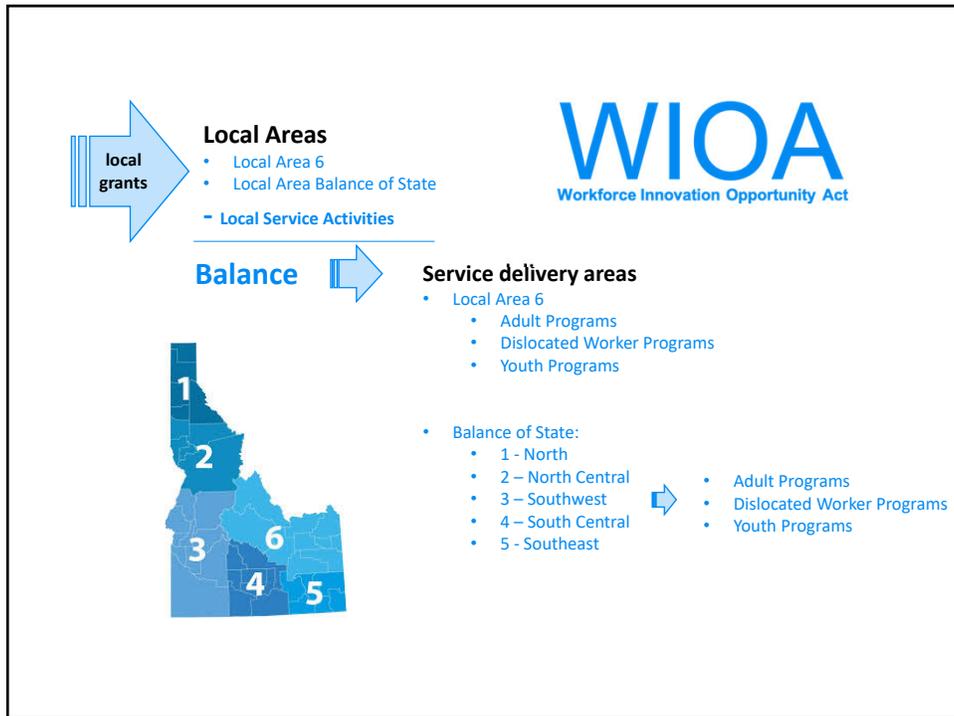
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2



3



4

WDTF Outreach Projects Updates

Workforce Development Outreach Projects

The council strategically sponsors **Outreach Projects** that provide public information and outreach on career education and workforce training opportunities, including existing education and training programs and services not funded by the training fund.

Committee Mission: The Outreach Committee is responsible for increasing public awareness of, and access to, career education, work-based learning, training opportunities, and support knowledge of workforce development training fund programs. The Committee will support the Council’s coordination across state agencies, education, and private sector to meet these objectives.

Outreach Grants

Increase public information and outreach on career education and workforce training opportunities.

	COMPLETED	ACTIVE
Total Contracts-----	10	11
Total Awarded-----	\$587,815	\$681,382
Total Expended-----	\$405,813	\$88,705
**Total Reach-----	46,178	170,061

** Information for total reach includes reported data on completed activities. Reach includes contact at an event, clicks through to a website as a result of outreach efforts, direct mail, and participation in an outreach activity as relevant to each project.



Workforce Development for Active Duty, National Guard, and Reserves Servicemembers Boise State University

Plan: Increase the number of Idaho military servicemembers (Active Duty, Guard, Reserves) who start or complete some form of postsecondary education or professional development by promoting usage of available military, state, and university financial benefits and support

Expected Outcome(s): Servicemembers will be more prepared for career opportunities after military service.



Unexpected Hurdles

COVID-19

- Reduction of in-person outreach opportunities
- Unable to host in-person events for the last year
- Transitioned as many events as possible to virtual
 - Information sessions
 - Webinars with partners
 - Check-ins & Care packages



3

Program and Student Success

- Campaign Successes
 - Immediate increase in interest/inquiries and enrollment
- Student story
 - Idaho Army National Guard Student
 - One of the first TA Promise recipients
- Training provided/Spreading the word
 - Top concurrent session at UPCEA Regional conference
 - Invited to present a poster session at the National UPCEA conference
 - Presented our success to the Idaho State Board of Education



4

Reach and Metrics

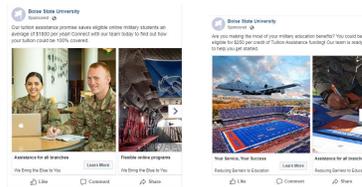
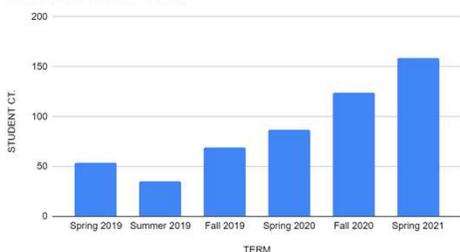
Overall Engagement:

Through outreach efforts, Military Programs has experienced close to 200% increase in enrollment and benefits usage in the last 3 years.

Social Media Campaign Effectiveness:

Spring enrollment increases show that the Fall social media campaign was effective. Spring non-TA Promise TA enrollment increased YOY 107% from 28 students in 2020 to 57 students in 2021.

STUDENT CT. vs. TERM



5

Externship Program



By John McFarlane (STEM AC) & Matt Thomsen (WDC)

6

Project Description

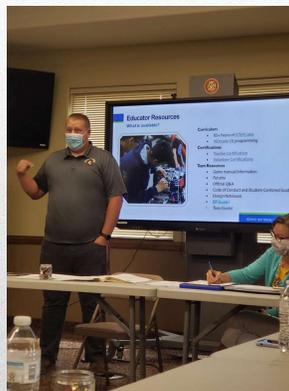
The STEM Action Center, in partnership with the Workforce Development Council, is providing K-12 classroom teachers and college and career advisors the opportunity to extern with local businesses over the summer. The program places selected externs with companies to complete 200 hours of on-site, experiential learning. For their work, externs will earn \$5,000.00 paid by WDC, STEM AC and host site contributions. The goal of the program is to give educators the opportunity to expand their skill set so that they can better prepare students for STEM career pathways.



7

Unexpected Hurdles

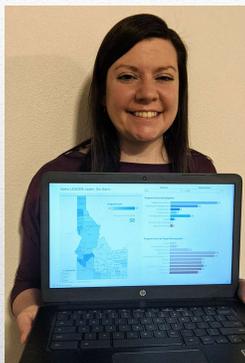
1. Concerns regarding COVID-19 are reducing the number of participating host sites
2. Enrolling businesses in areas where we have educator applicants
3. Making sure educator skill sets match the needs of host sites



8

Successes/Stories

1. Great growth in educator participation from up north!
2. Continue to attract new host sites
3. Extern productivity has been very high
4. Educators experiences are having a strong impact in their classrooms



9

Reach/Metrics

2019

16 externs placed with 15 business
North - 1, Southwest - 14, East - 1

2020

28 externs place with 24 businesses
North - 3, Southwest - 19, South Central - 1, East - 5

2021

34 externs have applied
North - 14, Southwest - 17, South Central - 1, East - 2
28 Businesses
North - 8, Southwest - 18, South Central - 0, East 2



10



11

Building Tomorrow's Healthcare Workforce

- Matthew Thomsen explained/connected Outreach Project details to interests.
- Initial idea did not work out, but led to the larger, broader scope of this grant.
- The funding was a perfect fit!

Project Basics:

- Focused on critical needs in Idaho's healthcare workforce by providing a variety of deeply engaging opportunities and experiences for targeted high school students.
- Provided yearlong, comprehensive experiences to increase student engagement in healthcare opportunities including:
 - Saint Alphonsus student tours and experiences
 - Boise State University Health Sciences Day
 - Dennis Technical Education Center (DTEC) orientation and experiences
 - District STEM Expo (not grant funded)
 - ISU/TVAPL Gross Anatomy Labs
 - Experience ISU-Pocatello Day*
 - State Health Occupations Students of America Competition (not grant funded)
- Goals included increasing student program numbers, increasing commitment to healthcare fields, and setting goals for entry into postsecondary programs and/or healthcare fields directly.



12

Hurdles

- We found the “hurdles” to be typical grant planning/implementation challenges as dreams and ideas become reality in practice:
 - Lead time to meet with potential partners and staff
 - Sheer size and scope of the project and the logistics required
 - Staff time
 - Volunteers
 - Scheduling (hospital medical staff, school events, student schedules, clinical requirements, illnesses, tests, etc...)
 - Data collection
- COVID-19!!



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Successes / Stories

- Words cannot express!
 - Summary Videos
 - [YouTube Grant Video 1st Semester](#)
 - [YouTube Grant Video Final](#)



14

Reach / Metrics

Outcome #1: Strengthening the commitment of Year 1 Health Occ students and DTEC students to enter a healthcare field after graduation.

Results:

Year 1 Students- In varying degrees, 81% of Year 1 Health Occ students indicated their experiences at DTEC helped solidify their interest in entering a healthcare field

DTEC students- After 2019-2020 grant activities, 81% of DTEC students overall are more committed to entering health-related careers with almost half marking 5s.

Outcome #2: Increase the percentage of Year 1 Health Occ students entering programs at DTEC from 30% to 40%.

Results:

As of Spring 2020, Year 1 students enrolling in DTEC programs increased to 38%, short of our 40% goal but still a significant increase.

Outcome #3: At least 50% of graduating DTEC health professions students will enter a postsecondary health professions program and/or the healthcare field directly.

Results:

Overall, 86% of students marked they would enter a health profession career path- 72% of the students will enter a health professions college program while 14% will enter a health career directly after high school.

Reach was beyond expectations as far as students, families, staff, community partners, and future possibilities.

