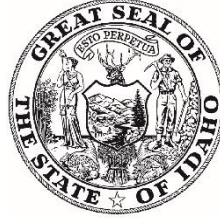


By C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: Wednesday, October 24, 2018
Time: 8:30 a.m. – 5:00 p.m.
Location: Dennis Technical Center
8201 W. Victory Rd.
Boise, ID 83709

WORKFORCE DEVELOPMENT COUNCIL AGENDA – AMENDED OCTOBER 18, 2018

*Action Required

8:00 – 8:15 am	<i>Policy Committee Meeting</i> <ul style="list-style-type: none">• <i>Review final presentation</i>	<i>B.J. Swanson, Policy Committee Chair</i>
Note – the Full Council meeting begins at 8:30 am		
8:30 – 9:00 am	Welcome <ul style="list-style-type: none">• Introductions• Roll Call• *Review/Approve Agenda• *Approve Minutes from July 18, 2018 Meeting• Financial Update	Trent Clark, Chair
9:00 – 10:15 am	*Workforce Development Training Fund Grant Recommendations <ul style="list-style-type: none">• Industry Sector Grant – College of Eastern Idaho• Employer Grant – Simplot• Employer Grant – Basic American Foods• Employer Grant – D & A Glass• Transition to Community Grants	Deni Hoehne Wendi Secrist
10:15 – 10:30 am	Break	
10:30 – 12:00 pm	Dennis Tech - Student Led Tours	Coby Dennis, Deputy Superintendent of Schools
12:00 – 1:00 pm	Lunch <ul style="list-style-type: none">• Idaho LEADER Initiative	Trent Clark, Chair

1:00 – 2:30 pm	Workforce Development Training Fund Policy Updates <ul style="list-style-type: none"> • WDTF Program Goals • *Outreach Committee Proposal • *Policy Committee Proposal 	B.J. Swanson John Young John Smith
2:30 – 3:00 pm	Executive Director’s Report <ul style="list-style-type: none"> • WIOA State and Local Board Responsibilities • Future Meetings • Committee Reports 	Wendi Secrist
3:00 – 3:15 pm	Break	
3:15 – 4:00 pm	Problem Solving – Youth in the Workplace	Caty Solace
4:00 – 4:30 pm	Water/Wastewater Apprenticeship Program – Occupational Licensing	Dr. Joan Cloonan and Tana Cory
4:30 pm	Chair’s Closing Remarks & Adjourn	Trent Clark, Chair

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

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GOVERNOR



Trent Clark
Chair
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WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Meeting Minutes

Date: Wednesday, July 18, 2018
Time: 9:00 a.m. – 5:00 p.m. (Mountain Time)
Location: Red Lion Boise Downtowner
1800 W. Fairview Avenue
Boise, ID 83702

Meeting Conducted By: Trent Clark, Chairman

Attendees: Trent Clark, B.J. Swanson, Shelli Bardsley, Donna Butler, Brian Cox, Jane Donnellan, Audrey Fletcher, Matt Freeman (proxy for Linda Clark), ~~Dave Hannah~~, Marie Hattaway, Angela Hemingway, ~~Deni Heehne~~, Dwight Johnson, Kelly Kolb, Kate Lenz, Amy Lientz (proxy for Mark Holubar), Joe Maloney, Jeff McCray, Bret Moffett, ~~Jan Nielsen~~, Jake Reynolds (proxy for Bobbi-Jo Meuleman), Angelique Rood, Todd Schwarz, John Smith, Melinda Smyser, Heather Sprague, Michelle Stennett, Scott Syme, Matt Van Vleet, Denise Voss (proxy for Steinar Hjelle), ~~Steve Widmyer~~, Kenneth Wiesmore, Lori Wolff, ~~Travis Woolsey~~, John Young

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

*Workforce Development Council is hereafter referred to as WDC

Call to order at

Welcome & Introductions

Chairman Clark welcomed everyone to the July Council Meeting. Each Council member and guest introduced themselves.

Mr. Nolte, from the Federal Reserve Bank of San Francisco, distributed a report to the council members. A link to the report will be sent out to the council members.

Review Agenda

The ApprenticeshipIdaho update will be moved to replace the Governor's Executive Order on Nuclear Energy Production before lunch and the Governor's Executive Order on Nuclear Energy Production will be moved after lunch.

Roll Call – Quorum Met

Chairman's Update

The Executive Committee has acted on a few items and Chairman Clark would like to update the Council on these items.

The Workforce Development Council is partnering with the STEM Action Center, State Board of Education, and Idaho Business for Education for this summit. The name of the summit is Educating for the Age of Agility: The Governor's Conference on the Future of Work. It is scheduled for September 11, 2018. A save-the-date will be sent out to the Council members.

It is very important that the council is closely aligned with The State Board of Education. At the last Executive Committee meeting the committee met with the officers of the State Board of Education. It was a very fruitful conversation. A lot was learned in this meeting especially about the efforts of each organization and how those efforts align.

Workforce Development Training Fund Financial Report and Committee Report

Ms. Secrist went over the Workforce Development Training Fund Financial Report and the Grant Review Committee Report.

WDTF Financial Summary

WDTF Cash Balance 7/05/2018	\$17,863,885.58
Obligated Balance Employer Grants	\$7,491,191.40
Obligated Balance Industry Sector Grants	\$889,666.01
Obligated Balance Micro Grants	\$51,693.44
FY 19 WDTF Admin Costs	\$725,271.00
Obligated Balance	\$9,157,821.85
Unobligated Balance	\$8,706,063.73

In October the council will start seeing this information along with an administrative budget report from the Workforce Development Council since we are now an independent agency.

Grant Review Committee Report

Date of Meeting	Agenda Item	Overview/Status
April 5, 2018	Cassia Joint School District Industry Sector Grant	Recommended approval of \$248,745 to train 42 school-to-registered apprentices for machine operator positions.
April 5, 2018	North Idaho College Industry Sector Grant	Requested additional information prior to taking action.
May 8, 2018	North Idaho College Industry Sector Grant	Recommended approval of \$207,590.19 to train 54 individuals for medical assistant and patient coordination technician positions.

May 8, 2018	Clearwater County Micro Grant	Recommended approval of \$7,418.25 to train 30 individuals exiting the problem solving court system for entry level jobs.
June 7, 2018	Premier Technology Employer Grant	Recommended approval of \$581,440 to train 394 employees.
June 7, 2018	Plant Therapy Employer Grant	Requested additional information prior to taking action.
June 7, 2018	Idaho State University Sector Grant	Requested additional information prior to taking action.
July 10, 2018	Plant Therapy Employer Grant	Requested additional information prior to taking action.
July 10, 2018	Idaho State University Sector Grant	Recommended approval of \$159,595.50 to train 32 individuals in land surveying/geomatics.
July 10, 2018	College of Eastern Idaho Sector Grant	Recommended approval of \$250,000 to train 180 individuals in specialized welding.

***Industry Sector Grant – College of Eastern Idaho**

Ms. Smyser introduced the College of Eastern Idaho Industry Sector Grant.

- Approx. 750 welding type jobs openings in eastern and southeastern Idaho.
 - Need for welders is approx. 10% greater than neighboring states.
- CEI's has partnered with 6 companies in East and Southeastern Idaho
 - American Fabrication, Idaho Steel, Cives Steel Products, Idaho National Laboratory, and Spudnik.
 - Industry partners represent over 50% of current welders in area.
- CEI will offer Saturday courses (8am-5pm) lasting 6 weeks.
 - high school students, welders and those looking to enter the field can earn badges once validating their skills through the competency-based program.
 - Badging programs were developed by working with industry and are customized to their specific needs.
 - Program will offer a combination of hands on welding practice with classroom training that helps students understand the science behind welding.
- The training model can be replicated statewide.
 - CEI has recognized the opportunity this project has for employers around the state and has expressed their willingness to help "pay it forward".

180 incumbent workers are expected to receive training with 140 anticipated to complete training. Average wage increase after training is \$5 per hour. 90 are expected to attain a recognized credential or skills badge.

The amount requested is \$250,00 with a consortium Match of \$63,100.

This investment will return 6.8 times its cost over the 2-year contract period on annual increase in employee wages (\$1,707,264). This is based only on the 90 employees who are currently employed and their average wage gains of \$4.56.

Motion by Ms. Smyser to approve the Idaho State University Industry Sector Grant at the full amount. Second by Mr. Young.

Are there applicants for this number of welding position?

- The first year of this program will be more focused on the incumbent workers from the businesses and high school students who need more time to complete the requirements for their program. They should have no trouble training enough people to fill these positions.

Only half of the students are intended to receive a credential, that seems like quite a low number. Can someone speak to that?

- The difference in this training program is when you look at welding from a skills acquisition it is all about time. They are receiving 48 hours of training and the badges depend on time spent on welding equipment. For those who may not have any previous training it may take them longer than the 48 hours so that is why the anticipated credential rate is low.

Because of the Saturday component there is a great opportunity for the surrounding rural areas to participate in this program. They are very interested in these opportunities so it is great to give them a chance to participate.

What is the tuition cost per student to attend?

- For the open enrollment program, it would be \$995 for 48 hours of instruction and the testing. It is \$195 to retest. This covers materials, instructor time, etc.

This program would be a great place for students to use fast forward funds.

- Currently fast forward funds are not able to be used for this training. They can currently only be used for industry certifications or dual credit courses.

Will this go all the way down to 9th grade?

- Generally, for Workforce programs like this they accept students 16 and older.

Will there be scholarship opportunities for youth to attend this?

- CEI has not specifically looked at youth opportunities for this program.

Premier technology has received an employer grant and is now listed on this application. Is there overlap?

- Premier is having to address their workforce challenge in several different ways. In the employer grant they are investing heavily in their internal training and in this training, they will have the opportunity to hire people coming out of the training.

Motion carried.

***Industry Sector Grant – Idaho State University**

Ms. Smyser introduced the Idaho State University Industry Sector Grant.

- Each year, Idaho gains one licensed surveyor and loses ten to retirement.
 - In the last two years no licenses were issued for surveyors.
- ISU has built a consortium that includes three employers and two association partners.
 - T-O Engineers, Keller Associates, J-U-B Engineers, Idaho Society of Professional Surveyors and American Council of Engineering Companies of Idaho.
- Idaho State University's surveyor program was recently ranked second in the nation for the impact value the program has on Idaho's population.
- ISU's surveyor program will transition the Surveying and Geomatics Engineering Technology program into a fully online curriculum with the option to take courses face-to-face on campus.
 - This is a two-year project. Eight surveying courses (totaling 24 semester credits) will be developed for online delivery. This series of courses prepares the student/incumbent worker to take the National Society of Professional Surveyors - Certified Survey Technician (CST) Level 1 Exam.
 - The following types of individuals will be encouraged to complete the eight-course sequence:
 - Incumbent workers seeking an Associate's Degree (Emphasis in Land Surveying)
 - Individuals seeking a Bachelor's Degree in Surveying/Geomatics
 - Non-degree seeking technical workers seeking national certification
- Developing a fully online program will help serve employers needs in both urban and rural areas throughout the Idaho.
- The online surveyor program will be one of only two programs in the country that offer courses fully online.
- Credits are transferrable will also be accepted at ISU towards an Associate of Applied Science degree in Civil Engineering Technology and/or an Advanced Technical Certificate.

The project will serve a minimum of 32 incumbent technical workers who desire the national certification. At least 16 will complete the entire series during the 2-year grant period. The remainder will complete one-year of the program during the grant period and will be on track to finish the courses and take the certification exam.

The amount requested is \$159,595.50 with a consortium match amount of \$53,000. The investment will return 1.94 times its cost over the 2-year contract period based on annual increase in employee wages (\$77,542.40). This is based only on the 16 receiving training over the 2-year period and their expected average wage gain after of \$2.33.

Motion by Ms. Smyser to approve the College of Eastern Idaho Industry Sector Grant in the full amount. Second by Mr. Young.

This is a 2-year program?

- It is \$159,000 for a 2-year contractual period.

This raises questions about occupational licensing in general. Is this contributing to the problem in the first place? People who do not have the proper education credentials cannot even sit for the exam. If this is getting them to a technical certificate or an Associate's Degree it only gets them halfway to what they need.

- They very issues that were raised are on the radar of the Workforce Development Council.
- The Legislature has started to make some changes in the Occupational Licensing Statutes. There is a little dissention currently in this discussion.
- The certification that this proposal is aimed towards is a surveying technician not a professional Land Surveyor License. What this program allows is to have the courses be transcribed towards a bachelor's degree if they choose.

One of the questions discussed by the Grant Review Committee was if there are already training programs available to these people and why are they creating another program?

- The benefit of ISU being able to do this proposal is the direct connection to employers and they will be able to receive credit for the training. The training offered through the surveying association is not able to be transferred into credit.

How would they get on-the-job training if they do not have a bachelor's degree?

- This program provides a pathway to a bachelor's degree. This training is for a surveying technician certification.

This is not a program to push them to become a surveyor. It is a program to help push people to the next step so if in the future they want to become a surveyor they have that ability. ISU is not addressing the issue of surveyors. They are addressing the issue of developing certified surveying technicians. This credential is stackable. 100% of the training is transferrable to move on in their education.

Having surveying technicians on staff is critical. Professional surveyors can be contracted out. There is a great need for surveying technicians by the construction and energy industries.

There will be some people who participate in the training who do not have the desire to move on to become a professional surveyor. They may be happy with staying as a surveying technician.

Is there a sense of how much a student would have to pay tuition for this program?

- Is it believe to be in the range of \$300 per credit, but will be verified.

This funding would pay to create the course?

- That is correct. The funding is going to be used to build the courses.

What are fringe benefits?

- Health insurance, etc.

If it is an online program why are there traveling costs?

- These are for the instructors to travel to professional development programs/to be able to travel within the state to work with the companies who will provide the mentor roll.

ISU will report the individuals who went through and the WDC will be able to see the wages/wage increases

Motion carried.

Idaho Labor Market Overview – Employment & Occupational Projections, 2018 Update

Mr. Wolkenhauer presented the Idaho Employment & Occupational Projections. See attached presentation.

Discussion:

One of the challenges is the participation rate of the workers in the economy, but we are starting to get more participation, correct?

- The trend is turning the other way, but Idaho has not completely reversed the trend. Idaho is starting to see the trend moving in a positive direction.

Where does technology fit in this (slide 8)?

- Technology is split between manufacturing and information.

What data is being used to show that we are going to grow at that rate (slide 15)?

- A growth projection is first created for each industry according to data that was collected. Then the staffing pattern is looked at to create the projection of employment growth.

Would apprenticeship fall in to a new category or some college, no degree category (slide 17)?

- From an idealistic perspective they should have their own category, but it probably falls under some college, no degree category.

What is the definition of Labor Force Participation?

- If someone is employed or someone who is looking for employment. Non-participants are people not working and not looking for work. This includes stay at home parents, retirees, etc.

In the college going rate there is a significant gender imbalance, is there correlation in the Labor Force Participation rate?

- There is a definite correlation. This seems to be an issue primarily with men. Young men are not seeking degrees or entering the workforce. The other issue is we do not know what these men are doing. The reports have come back inconclusive on why they are not joining the workforce.

Is this more of a rural or urban problem?

- It is problem in both, but mostly in rural areas.

Break: 11:00 am – 11:10 am

Industry/Association Led Workforce Development Initiative – “Build Your Future”

Mr. Hammon gave a presentation on We Build Idaho. See attached presentation.

Is this something that is replicable, maybe even outside the construction industry?

- Yes, this is replicable even outside the construction industry. They are currently offering this kind of program for CNA's.

This is a very exciting opportunity. How can industry partner and get some of their own ideas integrated into the curriculum?

- This program is going to be fairly high level. The students will be able to graduate with a certificate, but it is not enough time to earn a badge or be a skilled tradesman. At this time the curriculum has to stay high level.

Will there be tuition?

- It will be \$45 for the class. They anticipate 15 people will pay for the class and 5 will receive scholarships.

How do the home builders fit into this form?

- Because this training is generalized it fits everyone. A lot of the jobs cross between home building and commercial building (e.g. electricians).

Is this targeting high school students?

- No, they must be at least 18 to work on a commercial site. They are targeting students who have graduated.

Apprenticeship Idaho Update

Mr. Russ gave an update on Apprenticeship Idaho. See attached presentation.

A registered apprenticeship program offers the veteran population a huge opportunity. They can use their G.I. Benefits with an apprenticeship program. A lot of times veterans come back from serving and need to have some type of income. With apprenticeships they are able to still receive a living stipend.

Lunch: 12:00 pm – 12:45 pm

Governor's Executive Order on Nuclear Energy Production and Manufacturing in Idaho – Workforce Development

The Governor issues an Executive Order in the first week of June this year that focuses specifically on Nuclear Energy Production and Manufacturing.

Please see attached Executive Order.

The goal is for Idaho to become a leader in this advanced reactor technology. There is already a great infrastructure and foundation for this new technology.

It states in the Executive Order that the Idaho State Board of Education will develop career-technical education programs and training opportunities in nuclear energy and advanced reactor manufacturing. Mr. Johnson and his staff at Idaho Career & Technical Education (ICTE) have taken responsibility for this portion of the Executive Order and have begun having collaborative conversations on this subject. ICTE has a deadline of the beginning of August to provide the Idaho State Board of Education with their budget request for review.

This industry has intensive training because of certain security standards. Now that this industry is expanding, it is important that workers are being trained to fill the jobs that are being created.

Currently INL has 4,328 employees. Their business volume has grown significantly and they project they will be a 1.25 billion institute next year. They have already hired 308 people and intend to hire 500 more by the end of this fiscal year. The workers are interested in continually increasing their education. INL is very invested in helping create training programs to gain the workers that they need. INL plans to build more facilities and house people from the different colleges/universities at these facilities to nurture their relationship and work with them on filling the gaps. There is a lot of opportunity that is needed in this industry (not just at INL). The partnership with the schools throughout the state is critical to get people trained for this new technology.

Where is INL finding talent?

- They are using recruiters as well as social media. Social media has been a huge avenue. INL is also looking at folks who are part of the veteran’s programs. Watching the media to find people who may have been laid off from the same industry. One final resource has been working directly with the colleges and universities.

Premier Technology employs around 300 people. The average salary ranges between \$50,000 and \$60,000. It is important to ensure that people are receiving the skillsets that they need. When a person leaves for another opportunity the business is right back where they initially started because now they have to find another person to fill the job and it is hard to find skilled people for these jobs. There is going to be a large need for workers and there are not going to be enough students coming out of education programs to fill these jobs (in need of 300-350 workers). It is important to support and use the stackable credential systems (SkillStack). They can be beneficial to get students trained.

Committee Reports

Ms. Rood reviewed the following with the Council:

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 25, 2018	Research the effectiveness of the apprenticeship programs that have already been funded by ApprenticeshipIdaho grant and how other states are incentivizing apprenticeships	Work is still being done to gather data on the effectiveness of apprenticeship programs funded by ApprenticeshipIdaho. Although a report on incentives was not able to pinpoint where funded comes from it is fair to say that most initiatives were found to be state funded. Additional discussion is taking place on July 17th during a 3-hour meeting that will address incentives and outreach.
April 25, 2018	Develop toolkit for employers to build apprenticeship programs quickly and efficiently	A draft toolkit has been developed. The next steps are to finalize the material and work on a communication and outreach plan for getting the information to employers.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 25, 2018	Drive changes to education policy to create articulation pathways for related training (from registered apprenticeship programs) to college credit	A group of individuals are working on getting the state colleges to agree to a change in policy. CSI put forward a line item request for an apprenticeship associates degree and will receive funding in FY19.
May 23, 2018	Discuss pros and cons of establishing a State Apprenticeship Agency	Members shared their knowledge on working in states with and without State Apprenticeship Agencies. This is not a high-priority item for the committee at this time as it would require the Governor's approval and has funding implications.
May 23, 2018	Update on ApprenticeshipIdaho and Funding	ApprenticeshipIdaho received an additional \$847,568. \$365,587 will be used for salaries and fringe benefits, \$10,902 will be allotted for travel, \$1,500 will be used for supplies, \$407,000 for contracts with industry intermediaries and incentives and \$62,579 for indirect costs.
June 27, 2018	Final Report from Administration Apprenticeship Task Force	26 recommendations were made by the committee. A number of these recommendations are integrated into the scope of work for this committee (the articulation requirements, portability, and awareness).
June 27, 2018	WDTF Funding (for incentives and outreach)	The Policy Committee and Investment group are working towards providing policy recommendations for the October Workforce Development Council meeting. The committee scheduled an in-person meeting on July 17 to discuss.

Putting together the school to registered apprenticeship program is quite a process. This process works well for large companies, but this is difficult for the small businesses. Has the committee touch on this subject?

- This is something on the radar of the Apprenticeship Committee. The committee will have future more in-depth conversations about this issue. There are other options that can be used by smaller businesses, but it is a discussion that is still on the table.

Mr. Young reviewed the following with the Council:

Outreach Committee		
Date of Meeting	Agenda Item	Overview/Status
June 15, 2018	Define Mission and Goals	Adopted a mission statement to guide the work of the Outreach Committee. Wording is taken directly from the Governor's Executive Order. Reviewed the status of the 90-day action plan for Outreach developed at the April 5 Council Meeting.

June 15, 2018	Define roles and types of responsibilities to support and maximize council led outcomes	Decided to defer this discussion to the July 18 Council meeting when the committee can meet in person.
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The outreach group will be discussing more on its roles and responsibilities during today's meeting.

Ms. Swanson reviewed the following with the Council:

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
April 23, 2018	Review Final Draft - Eligible Training Provider Policy	Reviewed and sent the final draft to the One-Stop Committee for input.
April 23, 2018	Brainstorm Desired Metrics for WDTF Grants	Discussed options for metrics based on grant-type; inclusion of soft skill development in grants; how metrics might look very different when funding outreach activities.
April 23, 2018	Develop stakeholder input process for the WDTF	Discussed approach to gathering stakeholder input on WDTF policies and processes.
June 19, 2018	Eligible Training Provider Policy - Feedback from the One-Stop Committee	Reviewed the suggestions made by the One-Stop Committee for the policy. Approved the final draft, with amendments from the One-Stop Committee. Policy will go to full Council in July for adoption.
June 19, 2018	WDTF Policy Review	Reviewed the existing policies for employer grants. Determined that an in-person meeting will be scheduled in August to develop policy proposals for all three grant programs.
June 19, 2018	WDTF Feedback from the Regional Business Specialists	Staff provided feedback from a facilitated conversation with the Regional Business Specialists on the WDTF policies and processes.

The Policy Committee is working to keep the policies of the council flexible and agile for the changing times and works for the best interest of the state.

Ms. Donnellan reviewed the following with the Council:

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 7, 2018	WIOA State Plan Action Items	Reviewed the list of action items from the WIOA State Plan update provided to the USDOL on April 2.
May 7, 2018	Elements of an Integrated Services System	Brainstormed goals/elements of an integrated service strategy.
May 7, 2018	Setting Integrated Services Vision	Prioritized four goals to work towards - Cross-Training of Partners/Staff, Common Systems/Sharing Data, Functional Redesign/Collaborative Triage and System Based Collaborative Business Outreach

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 7, 2018	Next Steps to Practice	Identified 1 year and 5 year "future state" along with tangible steps to achieve 1-year goals.
June 12, 2018	Eligible Training Provider Policy Review	At the request of the Policy Committee, reviewed the Eligible Training Provider Policy. Provided small amendments for the committee to consider.
June 12, 2018	One-Stop Certification Process - ADA Assessments Update	Discussed a process and timeline for the One-Stop Certification and ADA Assessments required under WIOA.
June 12, 2018	Implementation/Follow-Up from May Joint Meeting	Reviewed the Chair and Executive Director's suggestion on moving the goals developed at the May 7 meeting forward. Determined which should be led by the One-Stop Committee and which should be led by the WIOA Advisory Group.
July 10, 2018	Update on ADA Assessments Discussions	Status update on discovery of resources to conduct ADA Assessments of the comprehensive and affiliate job centers.
July 10, 2018	Expectations/Direction to the WIOA Advisory Group on Universal Intake	Provided a "charge" to the WIOA Advisory Group to begin research and discussions on a universal intake process.
July 10, 2018	Status Update for Data Sharing Agreements	Status update on data sharing agreement and testing the process for combined performance reporting.

Action Planning

Break: 3:15 pm – 3:30 pm

Action Plan Report Out

The Council broke into three small groups for action planning.

Partnerships Group:

They discussed how to create a business partnership model and who would be responsible for creating that model. A video was shown of a model that was used in Switzerland that could be a great resource. The pledge from the White House could be helpful in this process. It is all about creating collaborative relationships with our businesses.

Investment Group:

They discussed the need to simplify the grant application process. For metrics, they recognize that measuring the salary of the participants post grant is best but discussed that the 3 programs may need different metrics. There continues to be good discussion around Employer Grants and the desire to shift more towards industry-wide models. These are an economic development tool that other state have. Idaho needs to keep and utilize these grants. The advantage of these grants is the employer has the ability to train faster than the education institutions. The mission of the group is to best serve Idaho's workforce needs.

Outreach Group:

The outreach group discussed the What, Who, and How for the committee to move forward.

The What centered around the mission which the group approved. “The Outreach Committee is responsible for increasing public awareness of, and access to, career education and training opportunities. The committee will drive the coordination across state agencies, education and the private sector to meet these objectives.”

The Who centered around the audiences the committee will serve.

- Employers (all Idaho employers)
- Pipeline – anyone engaged in a career pathway (exploration, planning, & training) that will lead to a job and advancement
- Work Challenged – Those with obstacles (such as being under-employed, regionally, culturally, or personally challenged) between them and gainful employment.

The How includes:

- Implement a “hub” for college and career planning tools, resources and employer engagement.
- Collect and analyze baseline data from partnering agencies: State Board of Education, Idaho Digital Learning, Idaho Commission for the Libraries, Idaho Department of Labor, Idaho Vocational Rehab, Idaho Health & Welfare about their online user demographics.
- Develop outreach partnerships with education and employers in rural communities to enable implementation of outreach strategies.
- Host a Governor’s Work-Based Learning Summit to increase awareness of initiatives included in the NGA Policy Academy on Work-Based Learning Action Plan.
- Establish formal career pathways aligned with in-demand occupations in Idaho to use as a communication tool.
- Launch a teacher externship program in collaboration with the STEM Action Center.

The focus was on the committee providing governance, oversight, providing a sounding board for agency activities. There was a lot of talk about providing micro-grants for schools to bus students to employers. Ms. Solace was tasked with writing a responsibility statement that encompasses: providing a sounding board for agency projects, providing governance and oversight of plans, connecting education and employers, and furthering the presence of career training in education.

The group was assigned to reach out to their own companies, agencies, etc. to ask what the most effective way is to reach each above listed audience. Ms. Solace will follow up with this assignment in a group email.

***Approve Minutes from April 5, 2018 WDC Meeting**

Motion by Mr. Wiesmore to approve as written. Second by Mr. Schwarz. Motion carried.

***Eligible Training Provider Policy**

In October 2017 there was an update of the Eligible Training Provider (ETP) Policy placed in front of the Council and there were many concerns about the policy. Over the past 6 months the WDC staff has been working with the Policy Committee, the One-Stop Committee, and others to update the policy.

The 25 Idaho Department of Labor Job Centers across the state have access to funds that can be used to train eligible participants from a list of Eligible Training Providers. The Council is responsible for setting the policy on how training providers are added to the list. This policy was written to be flexible and make processes easy for the Department of Labor offices and training providers. The Policy Committee will be working on the Idaho Occupations in Demand which forms Appendix A and refining the data. However, the main policy is complete and ready to be approved. Attachment C is a placeholder for additional guidance to the field that will be presented to the council later. This policy is phase two of a transition where performance data will be available to guide the decisions of the Council on how to prioritize the use of the funding. The first time the actual performance data will be available is in 2020 or 2021.

Will everyone currently on the Eligible Training Provider Policy list be removed and the list be started over?

- The first phase of the transition policy allowed all of the current Eligible Training Providers to shift over to the new ETP List, but we are now in a position to use “alternate criteria” for adding new providers and/or removing providers from the list.

This policy does put in place performance reporting requirements. However, these requirements are not binding until the US DOL finalizes the report template which is expected soon.

Questions were raised whether we need to wait until 2020 or 2021 to look at the performance data that is already available? There is some performance data already available, but the reporting processes are being tested to ensure the accuracy and reliability of the data. A request from the AFL-CIO was made to WDC staff and the committee to begin gathering data that already exists and publish what is verifiable. This will not require a change to the policy.

Before moving on to additional discussion of what data is/is not available, Chairman Clark asked the Council whether there was consensus on adopting the updated policy. **As there was no objection, the Idaho Workforce Development Council goes on record as adopting the Eligible Training Provider Policy as written through unanimous consent.**

Motion by Mr. Maloney to request that the Policy Committee begin to find out what data is available and look at how this data could be utilized prior to 2020/2021. Second by Mr. Wiesmore.

There are some issues with data transfer and job placement data. Some of the data is hard for the educational institutions to gather and agencies have been working on a process to make it easier. As these data discussions are happening it is important to ensure that people are there representing the educational institutions so they can be part of that discussion.

Idaho Department of Labor has already begun collecting some of this data. However, incomplete data sets could be used to draw conclusions and that draws some concern. The Department of Labor will not be posting the data publicly until 2020 or before if they see the data being as complete. While staff are willing to move this process along as quickly as possible, it is important to be careful and ensure that the data is not skewed.

Motion carried.

Chair's Closing Remarks

Chairman Clark thanked everyone for coming.

A survey will be sent to the council members for them to provide feedback on the meeting. It is important that the time of the council member is being used beneficially.

It has been asked that each council member sign a conflict of interest policy.

Motion to adjourn by Mr. Van Vleet. Second by Mr. Johnson. Motion carried.

Adjourned at 4:39

DRAFT

Workforce Development Council Financial Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$350,319.75	\$74,350.66	21.20%	\$275,969.09
Benefits	\$121,380.25	\$33,537.33	27.60%	\$87,842.92
PERSONNEL	\$471,700.00	\$107,887.99	22.90%	\$363,812.01
Administrative Services & Supplies	\$5,171.00	\$1,800.59	34.80%	\$3,370.41
Communication Costs	\$7,500.00	\$670.43	8.90%	\$6,829.57
Computer Services & Supplies	\$22,100.00	\$5,612.39	25.40%	\$16,487.61
Employee Development Costs	\$8,500.00	\$349.09	4.10%	\$8,150.91
Employee Travel Costs	\$46,000.00	\$5,014.81	10.90%	\$40,985.19
General & Professional Services	\$337,200.00	\$62,493.00	18.50%	\$274,707.00
Miscellaneous Expenditures	\$47,629.00	\$6,166.58	12.90%	\$41,462.42
Rentals & Operating Leases	\$4,200.00	\$50.00	1.20%	\$4,150.00
Repair & Maintenance Services & Supplies	\$1,600.00	\$1,352.43	84.50%	\$247.57
OPERATING	\$479,900.00	\$83,509.32	17.40%	\$396,390.68
Grand Total	\$951,600.00	\$191,397.31	20.10%	\$760,202.69
		% OF YR ELAPSED	25.00%	

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (REIMBURSEMENTS)	\$7,601,500.00	\$639,812.59	8.40%	\$6,961,687.41

WORKFORCE DEVELOPMENT FUND GRANT BALANCES	
WDTF Cash Balance 10/15/18	\$18,140,489.53
Obligated Balance Employer Grants	\$7,164,799.06
Obligated Balance Industry Sector Grants	\$1,495,777.19
Obligated Balance Micro Grants	\$87,296.53
FY 19 WDTF Admin Costs	\$645,681.72
WDTF Obligated Balance	\$9,393,554.50
Unobligated Balance	\$8,746,935.03
Proposals before Grant Review Committee	\$1,638,406.00
Proposals in pipeline	\$810,358.00
Unobligated Balance if all funded	\$6,298,171.03



Workforce Development Training Fund Industry Sector Grant Application

APPLICANT/GRANT RECIPIENT INFORMATION

<i>Business/Entity Legal Name</i>	College of Eastern Idaho
<i>“Doing business as” entity name</i>	
<i>Federal Tax ID Number</i>	
<i>Business street address</i>	1600 S 25 th E
<i>PO Box</i>	
<i>City, State, zip code</i>	Idaho Falls, ID 83404
<i>Business website</i>	www.cei.edu

WHO TO CONTACT ABOUT THIS APPLICATION

<i>Name of contact person</i>	Michelle M. Holt
<i>Job Title</i>	Executive Director, Workforce Training & Community Education
<i>Mailing address if different than above</i>	
<i>Email Address</i>	michelle.holt@cei.edu
<i>Telephone number</i>	(208) 535-5381

INDUSTRY CONSORTIUM

The applicant must be a business entity representing a consortium of at least three industry partners with a similar occupational training need; all three partners must meet current WDTF company requirements which can be viewed at - <https://wdc.idaho.gov/employer-grant/>

<i>Industry Partner Business Name</i>	<i>Physical location in Idaho (complete address)</i>
College of Eastern Idaho	1600 S. 25th E, Idaho Falls, ID 83404
J. Foster & Associates, LLC	425 N. Capital Ave., Idaho Falls, ID 83402
Battelle Energy Alliance, LLC	2525 North Fremont Ave, Idaho Falls, ID 83415
Premier Technology	1858 W Bridge Rd, Blackfoot, ID 83221
Idaho State University	777 Memorial Dr., Pocatello, ID 83209
Fluor Idaho	1580 Sawtelle Street, Idaho Falls, ID 83402

PROJECT OVERVIEW

Describe the project.

On June 6, 2018, Governor Otter issued Executive Order No. 2018-07 Establishing A Policy For Nuclear Energy Production and Manufacturing In Idaho, that included the mandate to “develop career-technical education programs and training opportunities in nuclear energy and advanced reactor manufacturing.” The College of Eastern Idaho (CEI) has responded to the Governor’s proclamation by reaching out to industry partners, such as Fluor Idaho, J. Foster & Associates, and the Idaho National Laboratory. CEI also partnered with Idaho State University (ISU) to ensure a strong educational strategy. As a result of our research and partnerships, the need for locally available NQA-1 training for employees within our region quickly rose to the top.

NQA-1 is the Quality Assurance Program for Nuclear Power Plants, utilizing standards set forth by the American National Standards Institute/American Society of Mechanical Engineers as mandated under the Nuclear Regulatory Commission. CFR.50 Appendix B *“establishes quality assurance requirements for the design, manufacture, construction, and operation of [nuclear reactors and power plants] structures, systems, and components. The pertinent requirements of this appendix apply to all activities affecting the safety-related functions of those structures, systems, and components; these activities include designing, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, repairing, refueling, and modifying.”* <https://www.nrc.gov/reading-rm/doc-collections/cfr/part050/part050-appb.html>

What this means is on some level every employee who works in the design, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, refueling or modification related to the design, manufacture, construction or operation of nuclear structures systems or components are subject to quality assurance programs managed by their employer. Those quality assurance programs, and each employee’s knowledge of those protocols must be documented and is subject to audit. Meeting this mandate is a struggle for many companies in the supply chain for the Idaho National Lab.

CEI, in partnership with ISU and NQA-1 subject matter experts from INL, are developing a course that will be made available to all Idaho colleges to help meet the broad need for NQA-1 training. This class will support the state's several hundred nuclear industry employers. CEI and ISU will provide NQA-1 training to industry partners, and students who want to work in the nuclear industry. This training will be a two-day course covering 16 hours of information and project education. At the end of the training, students will be required to pass a test to document knowledge gain. If the student passes the test, they will be issued an Idaho SkillStack badge called “Nuclear Quality Assurance Overview.” Additionally, CEI will work towards having the NQA Overview badge be eligible for transcription for 1 college credit.

This two-day overview training is only one small part of a much larger response by Idaho CTE to the governor’s proclamation, which will be addressed as part of the FY20 budget process. CEI, ISU, and the supporting industry partners believe that this broad-based training is a solid starting point in meeting the Governor’s Executive Order.

The industry consortium must provide a targeted occupation labor market analysis that identifies the current and future projected gaps in employment for the industry and select a training solution to alleviate identified skill gaps (may be selection of a public/private post-secondary training provider, development of work-based training components, or a combination of the two).

Describe current and projected skill gaps in employment for the industry and the research completed to identify training options. If training exists in the marketplace, describe why this project better meets industry needs.

The College of Eastern Idaho and Idaho State University have met with several industry partners from regions 5 and 6 and presented the proposed the 16 hour, 2-day NQA-1 training course. As previously outlined, this training benefits all companies supporting the nuclear industry required to meet the NQA-1 standards. Because each individual company must have their own documented quality assurance policies in response to NQA-1, the fundamental understanding of what NQA-1 is and how it is driving those internal policies and procedures often gets lost. This NQA-1 training is vitally important and relevant to helping companies in the nuclear industry supply chain meet their mandated requirements while developing more safety/quality conscious employees. When discussing how this program addresses the knowledge gap around the importance of NQA, the industry partners are ecstatic.

"This is critically important as I just saw the report out of questions from the statewide Idaho Commerce/INL webinar last week and the number one question was where to go for resources on nuclear related quality training. We didn't have a good answer other than join the Nuclear Infrastructure Council. We can do better and I'm very appreciative of your efforts at CEI to make this happen for Idaho." Stephanie Cook, INL Technology Based Economic Development, said referencing the recent Idaho Manufacturing and Construction Opportunities, Advanced Nuclear Webinar discussing supply chain and construction.

It is difficult to conduct a true labor market analysis as this particular knowledge gap crosses multiple job classifications and industry groups.

TRAINING DETAILS

Training must provide the development of skills for specific economic opportunities and industrial expansion initiatives. Training may also be used to enhance the skills of incumbent workers leading to a wage gain or promotion as a direct result of the training.

Training may include work-based learning opportunities or classroom training that addresses the skill gaps identified by the industry consortium



Workforce Development Training Fund Industry Sector Grant Application

Describe the training that will be provided with these grant resources.

<p><i>What specific skills training will be provided? Include any planned enhancements that will be made to current training.</i></p>	<p>Idaho colleges will offer a 2-day (16 hours) training providing an overview of the 18 NQA-1 standards to help employees across all job levels and industries receive a foundational, and documented knowledge gain regarding NQA-1 impacts to their work and product. The training will incorporate hands on projects to help tie concepts to practical implications. This project will provide an understanding of why the quality standards are so important.</p> <p>The training will explain each standard, its history, and relevance to the hands-on project. This innovative combination of project and lecture will maximize educational retention.</p> <p>At the end of the training, students will be required to take a test, which will be developed by a Nuclear Quality Assurance Auditor. If the student receives a 70% or higher on the test, they will be issued the Idaho SkillStack badge of “Nuclear Quality Assurance Overview”.</p> <p>This training is different from other NQA-1 trainings, because it is not focused on managers of facilities and does not assume that participants have a thorough knowledge of NQA-1. This training is focused is on those new to the industry, who may be unfamiliar with NQA-1. It can also serve as a valuable refresher for incumbent employees. Our research with industry partners indicates that this is a gap in their trainings and is greatly needed.</p>
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<p><i>Who will provide the training?</i></p>	<p><small>(Identify the entity that will provide training, the qualifications of the trainer(s), and location of training site.)</small></p> <p>Initially, the College of Eastern Idaho and Idaho State University will develop and teach the curriculum using qualified industry experts, such as former Nuclear Quality Assurance Auditors, and faculty in our Nuclear Engineering or Nuc Ops programs.</p> <p>Following initial course delivery both schools will continue making curriculum refinements and then make the course available to all Idaho Colleges to help meet the statewide industry need for NQA-1 training.</p>
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Workforce Development Training Fund Industry Sector Grant Application

<p>Where will the training be provided?</p>	<p>The training would be offered at CEI and ISU, as well as at industry partner worksites. The training curriculum will be developed to be transportable to other locations. Once completed, the curriculum will be made available to any Idaho workforce training center interested in providing the training.</p> <p>Because the focus of this training is to support the nuclear industry and its supply chain, we expect much of the training will be consumed at or near Idaho Falls due to the proximity to the Idaho National Laboratory.</p> <p>A portion of the requested funds is to increase awareness of the training to businesses that support the industry, and to college students looking to work in the nuclear field. We believe this training is unique enough that other businesses, supporting nuclear facilities outside of Idaho, may have interest in this training as well.</p>
<p><i>How many training sessions will be held during the 24 months of the grant?</i></p>	<p>The 2-day training course will be offered once before January of 2019. We expect 20 students per course. Once the course has been delivered and the demand increases from the marketing efforts, and word of mouth, we expect the course to be taught at least quarterly, but more often as demand warrants.</p> <p><u>Year 1</u> December 2018 – 20 students February 2019 – 20 students May 2019 – 20 students August 2019 – 20 students</p> <p><u>Year 2</u> November 2019 – 20 students February 2020 – 20 students May 2020 – 20 students August 2020 – 20 students</p> <p>Total 160 students trained</p> <p>It is important to note that we believe 160 student trainings will be offered, some students may run into conflicts during the training, and others may not pass the knowledge gain test, therefore we estimate 120 badges will be issued over the 2 years of this sector grant.</p>

	<p>The funds for this training are designed to cover the cost of curriculum development and marketing the program to the businesses it is designed to support. The costs to pay instructor time and travel, facility space, and other costs will be recovered from the fees charged for the course. The goal is to have a self-sustaining program where fees from the course cover the ongoing costs.</p>
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SELECTION

Who will receive training from this project, (examples – general public or current employees)?

<p>Discussions with the industry partners indicate that current employees of nuclear contractors, will be sent through this training for quality audit purposes, as well as help create a safe working environment. Initially, this will be the majority of the trainings. These partners are very anxious to see this training become available.</p> <p>Employment for INL (operated by Battelle Energy Alliance) during FY2017 was nearly 4,300, making it Idaho’s sixth largest private employer and ninth largest employer when compared to all public and private businesses. BEA subcontracted nearly \$140 million to Idaho subcontractors in FY17, creating or sustaining an additional 3,322 jobs. This does not evaluate the economic impact on Idaho of DOE contractor Fluor Idaho (1,683 employees), DOE Idaho (215 employees), Naval Reactors Facility (1,245 employees) or their respective subcontractors.</p> <p>This training is focused on safety in the nuclear industry. There are indicators that the lack of NQA-1 knowledge is starting to show in the industry, and it is causing a recommitment to a broad-based understanding of the standard. The understanding of the foundations and how it impacts procedures is different than something like OSHA safety protocol. This training allows individuals to apply the quality standards in diverse situations. For example, a change in a machine setting wouldn’t cause an OSHA concern, but in the nuclear industry could cause the facility to be shut down while the proper documentation was found explaining the change and reasoning. Everything that machine was used on now must be tested and assured that its quality level will ensure the safety of the facility and people involved.</p> <p>CEI reached out to Diversified Metals, Curtiss-Wright, and Intermech. These businesses are suppliers into the nuclear industry. These businesses train their employees on NQA-1 compliance. Because we do not have a training program developed, these businesses were willing to send a person to preview the training and see how it differs from their “in-house” training programs. Since this training is “above and beyond” what other companies do, we expect to see interest from these companies grow as they experience the training.</p> <p>Other industry partners have indicated that seeing this training on the resume of a potential candidates would increase their likelihood of being chosen over other candidates. We believe as word of mouth spreads, those businesses in the supply chain of the nuclear industry will become interested in the training.</p>

TRAINING SCHEDULE

Provide a quarterly training break-out for year one and a total for year two to show number of planned NEW participants entering training and number of individuals exiting training for each course of training, for each quarter, as shown in example below.

Type of Training/Course Title	Year 1 QTR 1	Year 1 QTR 2	Year 1 QTR 3	Year 1 QTR 4	Year 1 QTR 1	Year 1 QTR 2	Year 1 QTR 3	Year 1 QTR 4	Total
<i>Please list the start and end dates of training</i>									
Trainings	20	20	20	20	20	20	20	20	160
Badges Issued	15	15	15	15	15	15	15	15	120

The funding requested in the grant is for the development of the 2-day training program. This program will continue to grow as the industry sees the value. Therefore, the costs could be amortized over a much longer time and over a greater number of trainings.

TOTAL PROJECT OUTCOMES

Grant objectives must have measurable results on an individual participant level. Employees or job candidates should learn new skills that were not previously available and gain enhanced skills that allow them to achieve to a higher earning level.

Enter total outcomes numbers anticipated during the 24-month length of the grant.

For current employees (incumbent workers) of the project’s business partners:

Number of incumbent workers who receive classroom training	160
Number of incumbent workers who complete classroom training	140
Number of incumbent workers who receive structured OJT	0
Number of incumbent workers who completed structured OJT	0
Average wage prior to training/average wage after training	\$13.00/\$13.00
Number attaining recognized credential/skill badge*	120



Workforce Development Training Fund Industry Sector Grant Application

For other individuals (not currently employed by the consortium):

Number of individuals who receive training	0
Number of individuals entering training-related employment within 30 days of training completion	0
Number of individuals entering training-related employment with one of the project's business partners	0
Anticipated average hourly wage of new hires (minimum of \$12/hour)	0
Number attaining recognized credential/skill badge*	0

*Skill badging is a new state project to provide workers with a recognized badge for attainment of a specific job skill through structured classroom training or through on the job learning. These skill badges will eventually be recognized by employers and transferable between post-secondary training institutions to improve career ladders for workers.

In order to complete the sector grant a wage increase must be demonstrated, however for this program and it's benefits we will use a very small wage increase for the following reasons:

1. *This training will be used by management and introductory workers, the average wage increase is not an accurate assessment.*
2. *Taking this training will help with employee retention, because it's a requirement to be completed for the company to maintain it's NQA-1 compliance. Employees not taking the training would have to be fired, for the company to maintain its compliance.*
3. *This training will help prospective candidates stand out from other candidates in becoming employed in the nuclear industry. Therefore, the wage increase is very speculative.*

CONSORTIUM'S OUTCOMES

Each industry consortium partner is expected to value this training to meet their workforce needs. For each partner, provide the hiring/incumbent training/wage increase numbers anticipated at their worksite.

NAME OF INDUSTRY PARTNER: JFoster & Associates, LLC

For current employees (incumbent workers) of the project's business partners:

Number of incumbent workers who receive classroom training	5
Number of incumbent workers who complete classroom training	5
Number of incumbent workers who receive structured OJT	0
Number of incumbent workers who completed structured OJT	0
Average wage prior to training/average wage after training	\$13.00/\$13.25
Number attaining recognized credential/skill badge*	5



Workforce Development Training Fund
Industry Sector Grant Application

NAME OF INDUSTRY PARTNER: Battelle Energy Alliance, LLC

For current employees (incumbent workers) of the project's business partners:

Number of incumbent workers who receive classroom training	150
Number of incumbent workers who complete classroom training	130
Number of incumbent workers who receive structured OJT	0
Number of incumbent workers who completed structured OJT	0
Average wage prior to training/average wage after training	<i>\$13.00/\$13.25</i>
Number attaining recognized credential/skill badge*	110

NAME OF INDUSTRY PARTNER: Fluor

For current employees (incumbent workers) of the project's business partners:

Number of incumbent workers who receive classroom training	5
Number of incumbent workers who complete classroom training	5
Number of incumbent workers who receive structured OJT	0
Number of incumbent workers who completed structured OJT	0
Average wage prior to training/average wage after training	<i>\$13.00/\$13.25</i>
Number attaining recognized credential/skill badge*	5

NAME OF INDUSTRY PARTNER: Premier Technology, Inc.

For current employees (incumbent workers) of the project's business partners:

Number of incumbent workers who receive classroom training	50
Number of incumbent workers who complete classroom training	40
Number of incumbent workers who receive structured OJT	0
Number of incumbent workers who completed structured OJT	0
Average wage prior to training/average wage after training	<i>\$13.00/\$13.25</i>

Number attaining recognized credential/skill badge*	30
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BUDGET & REQUIRED MATCH

Complete the WDTF Sector/Micro Grant budget form at this [link](#), which requires the following:

1. The application must provide a detailed budget identifying the direct personnel costs, fringe benefits, equipment cost, facility costs and other identified costs to deliver this training. For each line item on the budget, provide the budget amount, a detailed narrative describing how the line item amount was determined, the necessity of the item to develop/deliver training, and whether the cost is supported by grant funds or partner match (cash or in-kind).
2. **Administrative costs** covered by the WDTF resources cannot exceed 5 percent of grant request. Administrative costs will calculate automatically. If requesting administrative costs as part of the grant, enter Y in the QTY column on the Administrative Costs line.
3. The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training at one of the following rates:
 - *25 percent cash match of the total grant request, or*
 - *100 percent in-kind match equal to the total grant request, or*
 - *A proportionate combination of cash and in-kind match.*

Workforce Development Training Fund
Industry Sector Grant Application

WDTF Cost per Participant		\$ 700.00
WDTF Grant Request		\$ 84,000.00
Personnel/Salary	\$ -	0.00%
Fringe Benefits	\$ -	0.00%
Travel	\$ -	0.00%
Equipment	\$ -	0.00%
Training Materials	\$ 50,000.00	44.05%
Contracted Services	\$ 30,000.00	26.43%
Other	\$ -	0.00%
Admin Costs	\$ 4,000.00	3.52%
Partnership Cash	\$ 3,500.00	4.17%
Personnel/Salary	\$ -	0.00%
Fringe Benefits	\$ -	0.00%
Travel	\$ -	0.00%
Equipment	\$ -	0.00%
Training Materials	\$ -	0.00%
Contracted Services	\$ -	0.00%
Other	\$ 3,500.00	3.08%
Partnership In-Kind	\$ 26,000.00	30.95%
Personnel/Salary	\$ -	0.00%
Fringe Benefits	\$ -	0.00%
Travel	\$ -	0.00%
Equipment	\$ -	0.00%
Training Materials	\$ 26,000.00	22.91%
Contracted Services	\$ -	0.00%
Other	\$ -	0.00%
Total Project	\$ 113,500.00	



Workforce Development Training Fund Industry Sector Grant Application

Grant Review Committee Update:

This is something that industry has been asking for a long time. The Governor issued an Executive Order this spring and Idaho Career & Technical Education has a line item request to build out additional programs for the industry starting in FY20. This sector grant will bridge the gap to ongoing funding that provides sustainability and a more comprehensive solution.

Are the universities charging the employers to provide this course?

- We believe they are not going to be charging tuition for this course. This is not a definitive answer.

Is there a plan for sharing the curriculum with other colleges? Is there more information on how the course is being made available to the other colleges?

- It is quality assurance training and while it is focused on the Nuclear Energy industry it could be adapted to fit the Aerospace industry and other industries. There is not an existing plan in place.

Motion by Ms. Meuleman to recommend the College of Eastern Idaho Sector Grant for the full amount of \$84,000.00. Second by Mayor Widmyer. Motion carried.

Simplot – Idaho Plant

Application Summary and Analysis

Employer/Project Overview

The Idaho Plant is expanding its operational and technical capabilities. This involves the start-up of a new product line. Included in the start-up are over 150 new pieces of equipment, where employees are to learn the new systems and processes. The new technology includes: metal detection, defect, grading and size sorting, vacuum conveying, weighing, and process control computing systems. Specialized training will also occur on Simplot proprietary equipment. Simplot will train 490 existing employees during the grant period.

Project break down of Training Needs

Training for new hourly employees and hourly employees will continue through a mix of on the job training and classroom training. Further, employees will be certified in their skills, which are commutable.

Administrative personnel will also acquire new skills as well to keep up with technological advances in processing and in their particular functions. Their capabilities will be increased through the use of vendors and in-house training. The knowledge gained through training will enable our employees to operate equipment and manage processes safely and efficiently. Efficiency gains will increase chances of more capital investments, which will lead to stability of the workforce.

New technology and processes improvements will continue evolving, which will require skills training for Simplot employees to maintain and grow. We are committed to increasing the knowledge, skills and abilities of our employees.

Title of Training	Academic Degree, Occupational License	Number of
Excel 2	Certification	1
Confined Space (Safety)	iWorkwise Confined Space Certification	56
Line 5 -Roaster Oven Training	Roaster Oven Certificate	4
Line 5 -Translicer Training	TRANSLICER Certificate	4
Line 5 -Sorter/Peeler Training	Sorter Certification	4
Line 5 -Mixer Training	Mixer Certificate	4
Lean / Six Sigma	Yellow Belt Certification	5
Total Preventive Maintenance	Total Preventive Maintenance Coordinator Certificate	4
Lean Manufacturing	Shingo Certification	4
Machine Operation	Schubert Certification	12
Sorter Training	Tomra Sorting Solution Certifications	4
Sorter Training (Night Shift)	Tomra Sorting Solution Certifications	2
Automatic Defect Removal	Key Technologies Certification	5

Simplot – Idaho Plant

Application Summary and Analysis

Master of Business Administration	Master of Business Administration	1
Professional Human Resource	Professional Human Resource	2
Robotics	Robotics Certificate	30
Laser Guided Vehicle / Robotics	Laser Guided Vehicle / Robotics	4
Robotics / Machine Operations	Case Packaging Certificate	30
Maintenance and Energy Conservation	Airborne Ultrasonic Detection	30
Rigging	Boise Rigging OSHA Certificate	50
Welding	Welding Certificate	35
Ultrasound Training Level 1 & 2	Ultrasound School Certificate	30
Pump Rebuild	Pump School Certification	35
Arc Flash Training	Arc Flash Industry Certificate	25
Field Balancing	Field Balance Certificate	4
Forklift Simulator (Safety)	Forklift Certification	175
Robot training maintenance	Certification of Maintenance Robotics	15
Learning Management System - Compliance Training	Learning Management System Certificate	2
Computer Logic Training	Computer Logic Training Certificate	30
Standard Timing Model	Standard Timing Model Certificate	4
Sorter Training	Certificate of Completion	15
ADR	Certificate of Completion	15
Peeler	Certificate of Completion	15
Machine Operations	Certificate of Completion	297
Orientation (Benefits) 56 sessions	Certificate of Completion	30
Train-the-Trainer Certification 3	Certificate of Completion	17
Standard Work	Certificate of Completion	17
Forklift Training	Certificate of Completion	17
Schubert Robotics	Certificate of Completion	6
Lean Six Sigma	Certificate of Completion	20
Plant Safety (Lock-Tag-Out)	Certificate of Completion	297
Sanitation	Certificate of Completion	30
Group 5 -6 Machine Training (Robotics)	Certificate of Completion	17
L5 Product Grading	Certificate of Completion	12

WDTF Request: \$575,657.00

Return On Investment

- This investment will return 4.83 times its cost over the 2 year contract period in total average wage increase (\$2,644,553.60/\$575,657).
- The scoring matrix recommends \$4,500 or less per employee for the internal training. The cost per position for training we are paying is \$1,174.81, but the average wage increase per position in two years is \$5,397.05.

Simplot – Idaho Plant

Application Summary and Analysis

Projected Trainees and Hires:

New (N) or Retrained (R) Position?	Position Titles	Number of Positions	STARTING Wage	Wage AFTER Training	Total Wage Increase After Training
R	Plant Support	24	\$16.98	\$17.49	\$50,918.40
R	Outside Forklift	8	\$16.98	\$17.49	\$16,972.80
R	Logistics Forklift	100	\$19.41	\$20.00	\$245,440.00
R	Quality	28	\$21.77	\$22.41	\$74,547.20
R	Material Inventory	2	\$21.77	\$28.02	\$52,000.00
R	Cost Accountant	1	\$23.72	\$24.43	\$2,953.60
R	Training	1	\$23.80	\$24.51	\$2,953.60
R	Machine	220	\$28.10	\$29.80	\$1,555,840.00
R	Maintenance Support	27	\$28.99	\$29.86	\$97,718.40
R	Sorter Technician	1	\$29.60	\$30.39	\$3,286.40
R	Controls and Instrumentation Technician	9	\$29.60	\$34.14	\$169,977.60
R	Boiler & Refrigeration Technician	10	\$30.49	\$32.72	\$92,768.00
R	Supervisors	28	\$31.25	\$32.18	\$108,326.40
R	Electrical Technician	10	\$32.10	\$33.38	\$53,248.00
R	Process Training Specialist	1	\$32.69	\$33.67	\$4,076.80
R	Human Resources Administrator	2	\$34.44	\$35.47	\$8,569.60
R	Manufacturing Sanitation Supervisor	1	\$35.24	\$36.29	\$4,368.00
R	Maintenance Planner	4	\$36.99	\$38.09	\$18,304.00
R	Production Planner	1	\$38.71	\$39.87	\$4,825.60
R	Electrical	1	\$42.02	\$43.28	\$5,241.60
R	Shift Managers	5	\$43.97	\$45.28	\$27,248.00
R	Process Specialist	1	\$49.49	\$50.97	\$6,156.80
R	Manager, Human Resources	1	\$50.00	\$51.44	\$5,990.40

Simplot – Idaho Plant

Application Summary and Analysis

R	Operations Improvement Black Belt	1	\$54.37	\$56.00	\$6,780.80
R	Maintenance Manager	1	\$56.82	\$58.52	\$7,072.00
R	Production	1	\$57.73	\$59.46	\$7,196.80
R	Reliability	1	\$61.00	\$63.83	\$11,772.80
				Total	\$2,644,553.60

Grant Review Committee Update:

There is some concern with the items that are listed as safety training and forklift training. What is special about this training that would benefit their employees, or is this simply training they would give to every employee?

- The training items are confined spaces training, forklift simulation training, and Lock-Out-Tag-Out training. This application was submitted before council committees developed recommendations on changing what type of training is eligible for reimbursement.
- The forklift simulator training provides the employees with a forklift certification. It does also provide training on good communication, etc. Knowing how to operate a forklift is a valuable skill. It is something that an employee could put on their resume. This is a transferrable skill. This training is not just about safety.
- The confined spaces training provides the employees with basic safety skills.
- Everyone trains on the Lock-Out-Tag-Out training. It is an OSHA requirement.

There is also some concern with the Master of Business Administration training that is included in the application. In this case the employee’s spouse works for Boise State University and the total request is around \$550. In the past the Committee has asked applicants to remove this from their application.

The Professional HR training may not be a valued training. It is a good experience for HR employees, but it is not required for them to do their job. It is a nice certification for them to have, but local employers do not necessarily provide hiring preference. HR is a big component of a company’s success. Their training is just as important as the forklift training. Would Simplot be able to still be able to complete this training without the incentive of the grant? That is something to look at when making decisions.

There is also concern on the orientation training for benefits.

Motion by Ms. Smyser to recommend the Simplot Idaho Plant Employer Grant in the amount of \$551,738.00, which excludes the Plant Safety (Lock-Out-Tag Out), Confined Space, Professional Human Resources, and New Hire Orientation training, and denote in the grant why the Master of Business Administration training is being funded. Second by Mayor Widmyer.

Ms. Meuleman has expressed that she will be voting no as she believes that some of the items that have been excluded above should be included in the award.

Simplot – Idaho Plant

Application Summary and Analysis

Motion carried.

Amended motion from Ms. Smyser – the amount recommended should read \$552,438. Second by Mayor Widmeyer. Motion carried.

Basic American Foods

Application Summary and Analysis

Employer/Project Overview

Basic American Foods is a leading supplier of shelf-stable products to the foodservice market, including mashed potatoes, hash browns, casseroles, and legumes. With nearly 40 patents to its credit, Basic American Foods is an acknowledged leader in research and development, earning universal respect for innovation, quality and customer service. BAF markets include Food Service, Restaurants, and Ingredients. Approximately 99% of BAF products are sold outside of Bingham and Madison counties. Products are sold and distributed throughout the U.S., Canada and internationally.

Basic American Foods' need for workforce training assistance is two-fold: 1) Accommodate the implementation of a new, customized ERP (enterprise resource planning) system to integrate all facets of our operations including product planning, development, manufacturing processes, sales and marketing. 2) Implement a new industrial maintenance mechanic apprenticeship program to develop a skilled pipeline of workers.

Project break down of Training Needs

Training assistance will help create and sustain a formal training curriculum and task processes via modules conducted in a classroom training environment at Basic American Foods' training center. This training will help solve a number of workflow challenges, reduce costs, manage growth, streamline processes, and gain a competitive advantage in the industry. The proposed apprenticeship training program will provide apprentices with the technical knowledge, manipulative skills and experience to develop proficiency as a skilled journey worker. The lack of qualified workers is a constant barrier to business growth and this training will help ease the ongoing struggle to find qualified workers.

Title of Training	Academic Degree, Occupational License or Industry or Personnel Credential attained	Number of Trainees
ERP System Training	Certificate of Completion	858
Industrial Maintenance Mechanic Apprenticeship	Certified Apprentice	2

WDTF Request: \$54,990.90

Projected Trainees and Hires:

New (N) or Retrained (R) Position?	Position Titles	Number of Positions	STARTING Wage	Wage AFTER Training	Total Wage Increase After Training
R	Bin Attendant	4	\$	\$16.94	\$8,153.60
R	Casual - Lab Casual, Plant Casual	31	\$	\$15.83	\$493,916.80
R	Ingredient Specialist	1	\$	\$26.14	\$1,081.60
R	Inspector	15	\$	\$12.57	\$23,088.00
R	Inventory & Scheduling Admin/Inv	11	\$	\$17.99	\$8,236.80
R	Line Associate - Packaging, Prod-RC,	123	\$	\$13	\$194,438.40
R	Line Owner - A/B, Packaging Production, Lead Drummer	118	\$	\$19	\$593,964.80
R	Line Owner Technician	6	\$	\$22	\$15,724.80

Basic American Foods

Application Summary and Analysis

R	Maintenance - Casual, Specialist,	32	\$	\$13	\$81,203.20
R	Maintenance - Foreman, Supervisor,	7	\$	\$31	\$25,916.80
R	Mechanic - 1, 2, 3, 4, A, Senior	45	\$	\$24	\$1,074,528.00
R	Mobile Equipment Operator	51	\$	\$17	\$110,323.20
R	Operations Coordinator	2	\$	\$18.30	
R	Operator - B, Helper, Line, Packaging, Production, Storage & Relief, Assistant Operator, Auto	190	\$ 12.78	\$13	\$173,888.00
R	Packer Red Circled	1	\$	\$12	\$499.20
R	Quality Technician - A/B	5	\$	\$18	\$19,760.00
R	Raw Material Handler - 2, Receiver	18	\$	\$13.28	\$9,734.40
R	Scale Clerk	3	\$	\$12.17	\$2,121.60
R	Storeroom Buyer	1	\$	\$25.38	
R	Team Leader - Production, QA, QRO; Foreman, Senior Foreman	37	\$ 21.00	\$21.12	\$32,323.20
R	Technician	26	\$	\$17	\$17,305.60
R	Warehouse - Laborer, Team Leader,	28	\$	\$13	\$13,977.60
R	A/P Admin	7	\$	\$19.46	\$-
R	Accounting Manager	7	\$	\$55.09	\$-
R	Lead Programmer Analyst	3	\$	\$52.40	\$-
R	IT Specialist	4	\$	37.46	\$-
R	HR Analyst	1	\$	\$27	\$-
R	HR Manager	6	\$	\$52	\$-
R	HR Generalist	1	\$	22.26	\$-
R	HR Assistant	2	\$	21.30	\$-
R	Operation Staff Plants & Sourcing	70	\$	\$24	\$291,200.00
N	Maintenance Mechanic Apprentice	2	\$	\$16	\$8,320.00
				Total	\$3,197,584.00

Return On Investment-ERP

- This investment will return 58 times its cost over the 2 year contract period in total average wage increase (\$3,189,264/\$51,240.90).
- The scoring matrix recommends \$2000 or less per employee for. The cost per position for training we are paying is \$59.86, but the average wage increase per position in two years is \$87.57 or 1.46 times the cost of training per position.

Return On Investment-Apprenticeship

- This investment will return 2 times its cost over the 2 year contract period in total average wage increase (\$8,320/\$3,750).
- The scoring matrix recommends \$3500 or less per employee The cost per position for training we are paying is \$1,875, but the average wage increase per position in two years is \$2,080 or 1.11 times the cost of training per position.

Basic American Foods

Application Summary and Analysis

Grant Review Committee Update:

The Committee had asked Basic American Foods to resubmit their application with a few changes to explain the transferrable skills provided by the ERP training and reduce the amount requested for the apprenticeship program. The original request included over \$100,000 for 2 apprentices and they reduced that down to approximately \$3,500 per apprentice.

Basic American Foods is requesting a total amount of \$54,990.90.

Motion from Mayor Widmeyer to recommend the Basic American Foods Employer Grant in the full amount of \$54,990.90. Second from Ms. Smyser. Motion carried.

D&A Glass

Application Summary and Analysis

Employer/Project Overview

Located in Boise, Idaho D & A Glass Company, Inc. and D & A Door and Specialties, Inc. are leaders in commercial/industrial glazing. In addition to glazing services D & A Companies also offer ACM panel applications and entry systems solutions. As licensed contractors in Idaho, Oregon, California, and Nevada they are able to offer a wide range of services to our customers.

Project break down of Training Needs

D & A Glass has struggled with attracting qualified employees, in a competitive employment market. Attracting journeymen glazers has proven problematic. Unlike the service sector positions, glazers require a considerable amount of ongoing training. Fall protection, welding certification, forklift, CPR/first aid, Aerial man lift, rigging/signals and crane training are highly desired skills. To go further in this chosen field, one would have to take CAD classes, accounting, business management, and supply chain management. On average, to train a glazer from entry level to journeyman costs a company \$40,000. D & A Glass is committed to providing top notch glazers for the treasure valley area. Many of the remaining trainings under the grant will include certifications which will provide upward mobility and transferability for employees such as:

Title of Training	Academic Degree, Occupational License or Industry or Personnel Credential attained	Number of Trainees
OSHA 10	OSHA 10 certified	13
CPR/First Aid	CPR certified	58
Aerial Lift	Man lift Certified	36
Forklift/extended boom	Forklift certified	29
Continuing Education	Continuing product education	58
Rigging & Signals	Rigger/Signals certified	36
Fall Protection	Fall Protection Certified	30
Crane Certified Operator	National Commission for the certification of Crane Operators (NCCCO Crane Operator Certification)	5
Computer Aided Drafting	Continuing education	6
Apprentice program	Journeyman Glazer	23
Foundations Software	continuing education	2
OSHA 30	OSHA 30 certificate	13

Number of full-time Idaho positions to receive training: 55

WDTF Request: \$113,555

D&A Glass

Application Summary and Analysis

Projected Trainees and Hires:

New (N) or Retrained (R) Position?	Position Titles	Number of Positions	STARTING Wage	Wage AFTER Training	Total Increase After Training
R	Journeyman Glazer	9	\$18.00	\$25.00	\$262,080
R	Apprentice Glazer	23	\$12.00	\$18.00	\$574,080
R	Fabrication	6	\$12.00	\$13.00	\$24,960
R	Warehouse	5	\$12.00	\$13.00	\$20,800
R	Project Managers	10	\$18.00	\$35.00	\$707,200
R	Accounting	2	\$18.00	\$24.00	\$49,920
				Total	\$1,639,040

Return On Investment

- This investment will return 14.43 times its cost over the 2 year contract period in total wage increase (\$1,639,040/\$113,555).
- The scoring matrix recommends \$2000 per employee for the internal training . The cost per position for training we are paying is \$2,064.64, but the average wage increase per position in two years is \$29,800.73.

Grant Review Committee Update:

The Grant Review Committee is encouraged that a small employer is applying for a grant. CPR/First Aid Training is included on the application and the committee feels that it should be excluded.

Motion by Ms. Smyser to recommend the D & A Glass Employer Grant in the total amount of \$110,655.00 which excludes the CPR/First Aid Training. Second by Mayor Widmyer. Motion carried.



Workforce Development Training Fund Policy Proposal



Workforce Development Training Fund Goals

1. Increase the economic mobility of Idahoans through training that leads to wage gains and retention.
2. Provide timely assistance to businesses while shifting focus to broader talent pipeline development strategies that serve multiple employers.
3. 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.
4. 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).
5. Promote innovation in talent development.
6. Encourage replication of best practices in talent pipeline development.



Major Topics of Discussion

- Emphasis on Sector and Innovation Grants
- Simplicity for our customers
- Metrics – differ by program
- Rural vs. Urban
- Separate policy and process



Outreach Project Proposal

1. Addresses Workforce Development Task Force recommendation to:
Develop and implement a comprehensive statewide public engagement initiative utilizing technology and other engagement strategies to increase awareness of career opportunities for all Idahoans.
2. Allows Outreach Committee to have ownership of initiative and allocate funding as appropriate.

WDTF Review Process



Requested Action

- Approve establishment of an Outreach Project program under the Workforce Development Training Fund based on policy recommendation and authorize the Outreach Committee to award funds.
- Allocate up to \$500,000 to the Outreach Project program for fiscal year 2019 (through June 30, 2019).
 - Projects require Outreach Committee approval.



Industry Sector Grants Micro Grants Employer Grants



Major Changes by Program

Industry Sector Grants

- Eliminate the \$250,000 cap – “applicants should provide a cost effective, reasonable training solution”.
- Extend contract period to 3 years.
- Increase administrative costs to 10%.
- Requires that grantee provide social security number of all trainees/participants.
- Reserves the right to intellectual property for the WDC.



Major Changes by Program

Industry Sector Grants – Performance Metrics

- 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



Major Changes by Program

Innovation Grants (formerly Micro Grants)

- Establishes broad use of funds.
- Eliminates specific match requirement (shifts community support/ leveraged resources to an evaluation component)
- Allows grantees to apply to serve more than one region, if appropriate, at \$25,000 per region.
- Reserves the right to intellectual property for the WDC.



Major Changes by Program

Innovation Grants – Performance Metrics

- 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.



Major Changes by Program

Employer Grants

Company must be increasing its current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives.

- Leave \$12 wage threshold intact but provide preference to jobs that pay at or above county average wage.
- Eliminates requirement that "company must produce a product or service that is sold more than 50% outside the region where the business is located with the exception of health care based on the high wage/high growth concept".
- Eliminates the exclusion of third party call centers as eligible applicants. (All applicants must be in good standing with the Secretary of State).
- Adds that training should provide transferrable skills gains or lead towards promotional opportunities. Clarifies eligible expenditures and specifically excludes:
 - employee onboarding,
 - periodic training to meet specific regulatory requirements,
 - safety training, and
 - wages paid to individuals receiving training.



Major Changes by Program

Employer Grants – Performance Metrics

- 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.



Changes to Conflict of Interest Policy

“Specifically, a member of the Council may not vote on a matter under consideration by the Council regarding the provision of services by such member (or by an entity that such member represents) or that would provide direct financial benefit to such member or the immediate family of such member. In addition, the Chair may ask the member to remove himself/herself from the room while deliberations are taking place.”



Action Requested

- Adopt the Workforce Development Training Fund Policy
- Approve the updated Conflict of Interest Policy

Workforce Development Training Fund Outreach Project Funding

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

- 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.
- 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.
- Encourage replication of best practices in talent pipeline development.
- 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.

Rationale

Workforce Development Task Force Recommendation

Public Engagement – Develop and implement a comprehensive statewide public engagement initiative utilizing technology and other engagement strategies to increase awareness of career opportunities for all Idahoans.

Legislation

72-1203. WORKFORCE DEVELOPMENT TRAINING FUND. (1) There is established in the state treasury a special trust fund, separate and apart from all other public funds of this state, to be known as the workforce development training fund, hereinafter "training fund." Except as provided herein, all proceeds from the training tax defined in subsection (7) of this section shall be paid into the training fund. The state treasurer shall be the custodian of the training fund and shall invest said moneys in accordance with law. Any interest earned on the moneys in the training fund shall be deposited in the training fund. Moneys in the training fund shall be disbursed in accordance with the directions of the council.

(2) All moneys in the training fund are appropriated to the council for expenditure in accordance with the provisions of this section. The purpose of the training fund is to provide or expand training and retraining opportunities in an expeditious manner that would not otherwise exist for Idaho's workforce. The training fund is intended to supplement but not to supplant or compete with moneys available through existing training programs. The moneys in the training fund shall be used for the following purposes:

(a) To provide training and retraining for skills necessary for specific economic opportunities and industrial expansion initiatives;

(b) To provide innovative training solutions to meet industry-specific workforce needs or local workforce challenges;

(c) To 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; and

(d) For all administrative expenses incurred by the council, including those expenses associated with the collection of the training tax and any other administrative expenses associated with the training fund.

(3) Expenditures from the training fund for purposes authorized in paragraphs (a), (b) and (c) of subsection (2) of this section shall be approved by the council based on procedures, criteria and performance measures established by the council.

Policy Recommendation

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.

DRAFT

Outreach Committee Project Examples



Outreach

Example One Year Budget

(Draft to serve only as an example)

Categories:
 Collaborative Outreach (Collaborative Projects between WDC and others)
 Outreach (WDC outreach)
 Small Projects (Small External Projects Under \$25,000)

Overall: \$500,000

Collaborative Outreach: \$275,000

Outreach: \$200,000

Small Projects: \$25,000

Project Title	Amount	Category	Description	New Fiscal Year												
				18-Nov	18-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov
Fake Project	\$175,000	Outreach	fake description of project			\$25,000	\$50,000	\$25,000	\$65,000		\$35,000					
Fake Project	\$40,000	Collaborative Outreach	fake description of project		\$40,000											
Fake Project	\$2,500	Small Projects	fake description of project								\$2,500					
Fake Project	\$75,000	Collaborative Outreach	fake description of project										\$40,000		\$35,000	
Fake Project	\$25,000	Outreach	fake description of project													
Fake Project	\$95,000	Collaborative Outreach	fake description of project					\$60,000	\$20,000			\$15,000				
Fake Project	\$10,000	Small Projects	fake description of project				\$10,000									
Fake Project	\$5,000	Small Projects	fake description of project											\$5,000		
Fake Project	\$65,000	Collaborative Outreach	fake description of project												\$50,000	\$15,000
Fake Project	\$7,500	Small Projects	fake description of project								\$7,500					
Total:	500,000.00			40,000.00	25,000.00	60,000.00	85,000.00	85,000.00	10,000.00	35,000.00	15,000.00	40,000.00	5,000.00	85,000.00	15,000.00	

Outreach Committee Project Proposal

Please attach an organizational resume that demonstrates your organization's capacity to complete this project, and a resume or bio for the named project manager.

Project Title:

Project Manager:

Campaign Timeline:

Project Description:

Budget (include in-kind and matching funds):

Description	Amount/Value	Source

Budget Notes:

How does the project serve the committee mission?

Break down of anticipated audience reach:

What are the anticipated project outcomes:

What metrics and or reports will be delivered to the committee, and when?



Outreach Proposal Rubric

Proposal Name: _____

Field	Exemplary (3 pts)	Reasonable (2pts)	Questionable (1pt)	Missing (0 pts)	Score	Comments
Organizational Capacity Resume	This organization clearly has the capacity to manage this project.	The organization appears to have the capacity to manage this project.	It is unclear whether the organization has the capacity to manage this project.	There is no resume.		
Project Manager's Qualifications:	The project manager is definitely qualified to manage this work.	The project manager appears to be qualified to manage this work.	It is unclear whether the project manager can manage this work.	There is no information about the project manager.		
Campaign Timeline:	The timeline is detailed and clear, the work can be completed in this period.	The timeline seems reasonable.	The timeline does not seem reasonable.	There is no timeline provided.		
Budget	The budget is detailed and clear. The project can be completed for this amount, and the amount is appropriate.	The budget seems reasonable for this project.	The budget is not reasonable for this project.	There is no budget provided.		
In-kind / Matching Funds	The project has identified in-kind and or matching funds that exceed or total the WDC's contribution.	The project has identified in-kind and or matching funds.	The project has not identified opportunities for in-kind or matching funds.	There is no budget provided.		
What is the potential for increasing awareness of careers for Idahoans?	The project will increase career awareness for a wide variety of Idahoans.	The project will likely increase career awareness for Idahoans.	The project might increase career awareness for Idahoans.	The project will not increase career awareness for Idahoans.		



Outreach Proposal Rubric

Proposal Name:

Field	Exemplary (3 pts)	Reasonable (2pts)	Questionable (1pt)	Missing (0 pts)	Score	Comments
Does the project reach the committee's identified audiences? And, is the reach level appropriate?	Yes, the project reaches identified audiences, and the reach level is a good match with the investment.	The project appears it will reach identified audiences, and the reach level estimates seem appropriate to the investment.	The project might reach identified audiences, it's not clear what the reach levels will be.	There is no information regarding potential audience or reach.		
Are the project outcomes realistic and appropriate?	Yes, clearly.	Probably.	They don't seem appropriate or adequate.	There are none listed.		
Will the metrics / reports inform the committee of the project's success?	Yes, clearly.	Probably.	It is unclear or unlikely.	No.		

Additional Comments:	Score:
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Outreach Committee Project Quarterly Review

Project Title:

Project Manager:

Describe the project's progress on the campaign timeline:

Give a description of the activities completed to date:

Budget Update (include in-kind and matching funds):

Description	Amount/Value	Source	Date Spent	Date Expected to spend

Give a brief budget update:

How would you describe the demographics of the audience you have reached?

How many people has your project reached? (please attach a summary of any appropriate analytics)

Please provide an update on any outcomes listed in your initial proposal.

Please provide any metrics or reports indicated in your initial proposal.

Is there anything else you would like the committee to know about your project?

Is there any assistance that the Workforce Development Council can provide to make your project more successful?

Outreach Committee Project Final Report

Project Title:

Project Manager:

Please attach examples of any assets created as a part of this campaign.

Give a description of the activities completed as a part of the project:

Budget Final (include in-kind and matching funds):

Description	Amount/Value	Source	Date Spent	Date Expected to spend

How many people has your project reached? Please attach any reports detailing demographic information of Idahoans reached.

Please provide an update on any outcomes listed in your initial proposal.

Please provide any metrics or reports indicated in your initial proposal.

Is there anything else you would like the committee to know about your project?

Please attach or link to any media coverage connected to your project.

Are there any individual success stories connected with your project that we should capture?

Workforce Development Training Fund Policy **Adopted XX-XX-XXXX**

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.

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.

- 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.
- 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.

Expenditures that are not reimbursable:

- Employee onboarding,
- Periodic training to meet specific regulatory requirements,
- Safety training, and
- 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.

DRAFT

Workforce
Development Training
Fund Grant Supporting
Documents

TRANSMITTAL # 6

MEMORANDUM

July 13, 2015

TO: Workforce Development Council
FROM: Ken Edmunds, Director
SUBJECT: WDTF Industry Sector Grant for 2015
ACTION REQUESTED: Approve an additional \$1,000,000

BACKGROUND

The Idaho Workforce Development Training Fund (WDTF) was established by the Legislature in 1996 and guidelines were set by the Workforce Development Council that same year. The WDTF was reauthorized in 2011 for an additional seven years with a new sunset in January 2018; pursuant to Idaho Code Sections: 72-1347b, 72-1347A, 72-1336.

In September 2014, the Workforce Development Council approved funding of \$1,000,000 from the Workforce Development Training Fund for a second round of Industry Sector Grants. The applications for Industry Sector Grants have been received and the total of all qualified applications were approximately \$2.5 million. Nearly \$900,000 has been awarded to the University of Idaho, the College of Western Idaho and North Idaho College as described below.

The University of Idaho - \$463,026 to begin a Cybersecurity Professional and Technical Education training program in August on its Coeur d'Alene campus. The program offers concentrated short-term training and certification exams to information technology professionals. It includes first-of-its-kind structured on-the-job training and features a security operations center laboratory at the school's Research Park in Post Falls to provide hands-on simulated cyberattack response training. The university expects to enroll 31 students in the program from the participating private sector partners with a potential open enrollment of up to 350 students. Industry partners Idaho Power Co., Kootenai Health, Fatbeam and Highpoint Medical Inc. are providing \$154,584 in cash match.

The College of Western Idaho - \$232,000 to create an education and certification program for perioperative nurses, who provide preoperative, intraoperative and postoperative care for patients who undergo surgery or other invasive procedures. The school plans to certify 60 preoperative nurses by May 2017. Its private sector partners St. Alphonsus Health Systems, St. Luke's Health System and West Valley Medical Center are providing \$58,000 in cash match.

North Idaho College - \$202,500 to develop and implement education programs offering American Association of Psychiatric Technicians Certification for mental health assistants, national Health Unit Coordinators Certification for patient care coordinators and National Certification Career Association

Certification for restorative care assistants/specialists. The program will enroll 135 participants over two years. Private sector partners Kootenai Health, Valley Vista and Northwest Hospital Alliance are providing \$50,625 in cash match.

STAFF RECOMMENDATION

Staff has reviewed the balance of the Workforce Development Training Fund and has determined that there are sufficient funds to allow for additional funding of WDTF Industry Sector Grants. Based on the success of the previous sector grants and the workforce system interest in engaging employers to resolve workforce issues, staff recommends the release of a third round of non-competitive WDTF Industry Sector grants for an additional \$1,000,000.

The staff also proposes use of a new process to identify the needs of industry and enhance the effectiveness of the sector grants to fill skills gaps and employment shortages.

Skills Gap Identification and Grant Awards – Previous Round

- WDC approved funding for additional sector grants with application deadlines
- Education institutions in conjunction with IDOL identified occupations for skills development and prepared grant requests
- Education institutions identified industry partners after preparation of the grant requests—and related budgets, and solicited cash contribution from prospective partners
- Grants were awarded on a competitive basis

Skills Gap Identification and Grant Awards - Proposed Round

- Department of Labor Regional Business Specialists (RBS) and Regional Labor Economists (RLE) identify and prioritize occupational shortages for targeted industries
- RBS and RLE work with prospective industry partners to quantify the shortages and gaps and develop descriptions of required skills training to meet the shortages and gaps
- RBS and RLE will research and identify educational training options that address the industry partner's skill gaps
- Grants are awarded as proposals are received until the current round of funding is exhausted

Applicant:

- Business entity representing a consortium of at least three industry partners with a similar occupational training need(s)
- The business partners meet current WDTF requirements of targeting industries that sell their services or products outside the area and which provide jobs that pay \$12+ an hour with benefits would apply

Partnership:

- The business consortium will partner with the Idaho Department of Labor for assistance in identification of skill gaps and research of training options
- The business consortium will partner with the Idaho Department of Labor to develop a targeted occupation labor market analysis that identifies the current and future projected gaps in employment for the industry to demonstrate the need for the training
- Based upon consultation with the Idaho Department of Labor, the business consortium will select a training provider partner to alleviate identified skill gaps

Requirement:

- The industry partnership together must provide a 25% cash match of the total award, or
- The industry partnership together must provide 100% in-kind match of the total award; and,
- A Memorandum of Understanding signed by each partner delineating their contributions

Award of Funds:

- Funds may be used only for the development and delivery of occupational training components that address the identified industry’s skill gaps
- The public or private post-secondary training provider selected by the employer may serve as the grant recipient. If virtual/online training is selected, the employer may be the grant recipient and costs of training will be reimbursed to the employer.
- Administrative costs cannot exceed five percent of the WDTF grant award
- Equipment directly related to training delivery may be purchased with grant dollars or with the 25 percent cash match; salary of the business’ training employee/trainer or industry expert may be reimbursed with grant dollars or with the required match
- Grant will be approved for two years with the option for a one year no cost extension if outcome benchmarks are met

Expected Outcomes

- Increase the use of WDTF resources
- Increase number of trained workers who obtain employment and/or
For incumbent workers at risk of being permanently laid off, increase number of workers who obtain a wage gain or promotion
- Creates a solution to the industry skilled workforce shortage

Review Process

- Ongoing, noncompetitive until funds are fully obligated
- Representatives from the Idaho Department of Commerce, the Idaho Department of Labor, the State Board of Education, and the Workforce Development Council will review each grant application to ensure it meets the minimum criteria.

Timeline

- July 13 Workforce Development Council Approval
- August 1 Public Release of Sector Grant Opportunity
- Award of Funds Ongoing, until funds are fully obligated

Contacts:

Primary:	Susan Simmons	(208) 332-3570, ext. 3361
Secondary:	Carmela Ramirez	(208) 332-3570, ext. 3964

TRANSMITTAL #7

WDTF

April 20, 2016

TO: Workforce Development Council

FROM: Susan Simmons, Deputy Director

SUBJECT: Request addition funds for the Micro-grants

ACTION REQUESTED: Approve WDTF funds for Micro-grants, up to an additional \$500,000

REFERENCE: Section 72-1347B, Idaho Code

BACKGROUND:

On June 25, 2015, the Council approved a Workforce Development Training Fund (WDTF) micro-grant program to encourage creative and innovative training solutions to local workforce challenges and to encourage youth and young adult workers to stay in their communities. The program provided up to \$25,000 per award for one year to assist grantees in developing these solutions. To date 18 contracts have been issued, totaling \$439,971 with an anticipated 1471 individuals to be trained. Some of the programs being developed are Certified Nurse Aids, Soft Skills, Welding, Drafting and Ostomy.

The Micro-grant Advisory Panel, comprised of business, education and legislative representatives from each area of the State, reviewed the applications based on the following parameters:

- The lead applicant must be an entity physically located in the State of Idaho with the fiscal capacity to track funds and safeguard spending
- The lead applicant must represent a community-based team with representation and support from business, education and other community partners defined as an ideal partnership
- The community-based team must provide 100% in-kind match for ongoing support of this project
- New or enhanced training must address specific employer-identified skill gaps in the community; training cannot supplant or compete with current training opportunities
- Training may include work-based learning opportunities or classroom training that address the in-demand skill needs identified by employers in the community while providing job candidates with new skills or enhancing the skills of employees at risk of being permanently laid off that allow them to achieve a higher earning level

- An application must include a description of who will be targeted for training, any pre-requisites for training, and the team’s planned outreach to under-represented groups
- Outcomes must have measurable results on an individual participant level as follows:
 - Number entered employment within 30 days of training completion
(Will require adult participants to provide SSN’s to attend training)
 - Anticipated starting hourly wage rate
 - Number of incumbent workers receiving retraining
 - Anticipated wage gain for incumbent workers
 - Number attaining recognized credential/skill badge
 - Number entering post-secondary education after training
- To document WDTF’s return on investment, individuals 18 and over must provide SSN’s as a condition for participation in training

EXPECTED OUTCOMES:

- Development of creative and innovative approaches to local workforce development issues through the partnerships of local businesses, education, economic development organizations and local government.
- Contribution to meeting the state's goal of achieving 60% of 25-34-year-olds achieving a degree or certificate.
- Identification of new workforce development approaches, particularly in rural areas.
- Assistance in stemming the out-migration of youth and young adult workers.

Recommendation

Staff recommend approval of additional WDTF funds not to exceed \$500,000 to support the continuation of the WDTF Micro-grant program.

Contacts:	Primary:	Ken Edmunds	(208) 332-3570, ext. 3110
	Secondary:	Jill Kleist	(208) 332-3570, ext. 3674

Workforce Development Training Fund Guidelines

Eligibility Requirements

1. The company must produce a product or service sold more than 50 percent outside the region where the business is located with exception of companies in the health care industry based on the "high wage/ high growth" concept. The executive director of the Workforce Development Council has the discretion to extend to other "high wage/ high growth" industries in cases where multiple job opportunities will benefit Idaho's economy.
2. Entry level wage must be no lower than \$12 per hour and includes 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.
3. Company is increasing its current workforce OR is retraining existing staff with obsolete skills to avoid layoffs.
4. Company must be registered with the Secretary of State to do business in Idaho and be in "good standing."
5. Third party call centers do not qualify for WDTF funds, based on a policy set in 2003 to no longer award training fund dollars to call centers that are dependent on securing outsource contracts to maintain their business operation. This policy was established based on the unstable nature of the business operations and its impact on maintaining stable employment.
6. The quantitative funding model is used for determining eligibility and the amount of funding per job for new and retained jobs. This funding model is used after it is determined that the company meets the initial guidelines. The funding model uses the starting wage, which is unchanged at \$12 per hour, and other factors which have a direct correlation to the amount of funding per job for new or retained jobs. The other factors include economic impact, unemployment insurance tax rate, county unemployment rate, occupational concentration levels and the nature of training.

Contract Stipulations

7. The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it is in the best interest of the fund. Currently there is a claw back requirement in all contracts that reads:
“Contractor (company) shall retain in full-time employment all trainees successfully completing the training program, provided such trainees are performing in accordance with contractor's company standards. Notwithstanding the foregoing, contractor shall not be obligated to retain employees in full-time employment after a period of one year from the date they completed the training program. Should contractor terminate an employee before the expiration of one year from the date the employee completed the training program for reasons unrelated to employee performance, then contractor shall not be in default of this contract but shall be obligated to repay to the department any training funds received for the terminated employee.”
8. Full-time New Hire Definition: Effective the date an employee is on Idaho’s taxable payroll system and the employer is paying wages for full-time 40 hours/ week or 2080 hours/ year.
9. Temporary and contract positions do not qualify for training reimbursement.
10. Contractor (company) agrees to submit all new hires to the New Hire Report at <https://labor.idaho.gov/newhire>. Only Idaho taxable payroll employee training costs which are cross matched and verified on Idaho’s Hire Report Data Base are eligible for reimbursement cost (excludes employee’s wages during training).

Training Plan

11. Contractor (company) shall provide a list of all positions and average wage, along with individualized skill training plans as required by their job classifications. Training shall be provided to all identified employees and be completed before the expiration of the contract. The training plan should include the 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 training curriculum, skills gained, expected outcomes and details on the effectiveness of the training.

Reimbursements

12. Training reimbursements for contract expenditures will be made on a quarterly basis upon submission of training activities and cost, and shall include the following:
 - A list of the trainees’ names and social security numbers.
 - Number of trainees placed in employment.
 - Trainee wages.
 - Actual training costs per trainee.
 - Training start date.
 - Training end date.
 - Employment status.

Workforce Development Training Fund Grant Scoring Variables

Employer Grants Scoring Variables	
Wages	The "County Average Wage" will be sourced from the Idaho Department of Labor and indexed against the wage after training. \$12 per hour is the minimum threshold. Preference will be given for wages that are above the county average wage.
Credentials	Preference will be given for training that leads to recognized credentials.
Economic impact multiplier	The economic impact multiplier helps measure the value of investments made by the employer to the local economy.
County unemployment rate	The county unemployment rate where the expansion/training is to take place.
Occupational concentration and transferability	This variable (location quotient) helps determine the transferability of the skills within the county where the expansion/training is to take place.
Past performance	If a grantee has received a WDTF grant previously, past performance will be reviewed and taken into consideration into future awards.

Industry Sector Grants Scoring Variables	
Industry partners	Preference will be made for proposals that have broad engagement of industry partners.
County wage data	The "County Average Wage" will be sourced from the Idaho Department of Labor and indexed against the wage after training. \$12 per hour is the minimum threshold. Preference will be given for wages that are above the county average wage.
Credentials	Preference will be given for training that leads to recognized credentials.
Training need	The industry consortium will be required to establish why the proposed training is needed by industry.
Sustainability	The industry consortium will need to show if and how the project will be sustained past the grant period.
Occupational concentration and transferability	This variable (location quotient) helps determine the transferability of the skills within the area where the training is to take place.
Past performance	If a grantee has received a WDTF grant previously, past performance will be reviewed and taken into consideration into future awards.

Industry Sector Grants Scoring Variables	
Match rates	The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training. The ratio of in-kind and cash match provided will be used as part of the scoring matrix.
Organizational and fiscal capacity	The grant recipient must clearly establish its organizational and fiscal capacity to manage the project.
Budget	The proposed budget and cost per position must be reasonable.

Innovation Grant Scoring Variables (formerly Micro Grant)	
Training need	The community-based team will be required to establish why the proposed project is needed in its region.
Credentials	If training is part of the project, preference will be given for training that leads to recognized credentials.
Type of training and its applicability to the targeted population	Training (if part of the project) may include work-based learning opportunities, classroom training or virtual training that addresses the skill gaps identified by employers in the community.
Past performance	If a grantee has received a WDTF grant previously, past performance will be reviewed and taken into consideration into future awards.
Match rates	While match is not required, the Grant Review Committee will review the community support/leveraged resources for the project.
Project design	The proposed project design will be evaluated subjectively by members of the Grant Review Committee.
Community-based team	The community-based team will be evaluated subjectively based on the mix of partners involved in the project.
Organizational and fiscal capacity	The grant recipient must clearly establish its organizational and fiscal capacity to manage the project.
Budget	The proposed budget and cost per position must be reasonable.

Workforce Development Training Fund – Quantitative Funding Model

Core Economic and Labor Market Information Variables:

The Idaho Department of Labor research team studied a host of quantifiable economic and labor market variables to determine which were most predictive of economic growth, impact and wealth creation.

Workforce Development Training Fund - Quantitative Funding Model -																																																																																																																																																																																																								
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Six distinct variables were chosen to drive the model above:

- **Wages and Training**, a major wealth creation driver can earn up to 60 points for jobs paying \$26 or more with formal training (*detailed training definitions on back*).
- **Economic Impact** can earn up to 10 points for industries with multipliers of 3.6 or higher.
- **Employer's Unemployment Insurance Rate** - Businesses with the lowest UI tax rates can earn up to five points while negative rated employers lose points. New businesses are given the standard rate, which earns them three points.
- **County Unemployment Rate** - Businesses located in counties with higher rates can earn up to five total points.
- **Occupational Concentration Levels** – Businesses can earn as much as 20 points in highly concentrated occupations.

Qualitative Points can be earned based on extensive capital investment, training match and the company's contribution to expanding economic growth in that sector.

Funding Thresholds were derived from testing employer scenarios and studying Idaho's economic and labor market information.

Scoring Descriptives	Total Score Range	Maximum Funding Per Employee
Significant Economic Growth	80 +	\$ 5,000+
	71 to 80	\$ 4,500
	61 to 70	\$ 4,000
Strong Economic Growth	56 to 60	\$ 3,500
	51 to 55	\$ 3,000
	46 to 50	\$ 2,500
Appreciable Economic Growth	41 to 45	\$ 2,000
Use Discretion	<41	\$0 to 1,999

For more information or assistance go to <http://lmi.idaho.gov/RegionallaborMarkets.aspx> and contact your local regional economist.

Education and Training Definitions

POINTS	TYPE OF TRAINING	DESCRIPTION
6	Degrees and Registered Apprenticeships	<ul style="list-style-type: none"> • A state educational agency or a state agency responsible for administering vocational and technical education within a state. • An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs. • ETA's Office of Apprenticeship or a state apprenticeship agency. Apprenticeship Regulations, 29 CFR part 29, Labor Standards for Registration of Apprenticeship Programs
5	Occupational Licenses	<ul style="list-style-type: none"> • A licensure or certification usually awarded by a public regulatory agency upon an individual's fulfillment of educational, work experience or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license or a state licensed asbestos inspector).
4	Industry Certifications, Personnel Certifications	<ul style="list-style-type: none"> • A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, or a National Institute for Metalworking Skills Inc. Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer or a Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills and abilities. • TechHelp or Job Corps centers that issue individual certificates
2	Structure OJT with a Trainer www.alnmag.com/articles/2011/02/what-Structured-job-training	<ul style="list-style-type: none"> • "Structured OJT" where an already experienced and successful employee uses a company curriculum of tasks and performance criteria to train and certify new employees. In this way, new hires learn not only the job but the skills and knowledge they need to successfully perform in the position. With structured OJT, any experienced employee given minimal "trainer instruction" can train new employees. In a well-implemented and well-monitored structured OJT program, all new employees receive consistent, effective and efficient training regardless of the trainer assigned to them. Structured on the job training is one of the most cost-effective ways to provide job task training and skills.

*** Training definitions go to: <http://wdr.doleta.gov/directives/attach/TEGL15-10a2.pdf>



Tax Reimbursement Incentive (TRI)
Fiscal Year 2019 County Wage Requirements

A project's average annual wage must meet or exceed the average annual wage of the county in which the jobs are created. Idaho Commerce will evaluate a project's eligibility for TRI based upon the most recent final annual wage data provided by Idaho Department of Labor, Labor Market Information division.

County	2016 Total Covered Average Annual Wages	County	2016 Total Covered Average Annual Wages
Ada	\$46,066	Gem	\$30,498
Adams	\$35,925	Gooding	\$33,948
Bannock	\$34,653	Idaho	\$34,701
Bear Lake	\$27,675	Jefferson	\$30,628
Benewah	\$38,388	Jerome	\$35,408
Bingham	\$33,618	Kootenai	\$36,628
Blaine	\$39,972	Latah	\$34,391
Boise	\$27,212	Lemhi	\$31,999
Bonner	\$33,799	Lewis	\$30,768
Bonneville	\$35,156	Lincoln	\$33,345
Boundary	\$34,255	Madison	\$29,272
Butte	\$87,772	Minidoka	\$35,773
Camas	\$50,830	Nez Perce	\$39,936
Canyon	\$34,750	Oneida	\$25,559
Caribou	\$53,270	Owyhee	\$31,830
Cassia	\$34,345	Payette	\$34,089
Clark	\$40,506	Power	\$40,226
Clearwater	\$36,002	Shoshone	\$40,999
Custer	\$31,264	Teton	\$32,837
Elmore	\$32,444	Twin Falls	\$33,373
Franklin	\$28,493	Valley	\$35,136
Fremont	\$33,196	Washington	\$29,984

Source: Idaho Department of Labor, Labor Market Information, 2018

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Conflict of Interest and Ethical Responsibility

Transparent government is essential to the Idaho Workforce Development Council (Council) and is the basis for all transactions within and outside the Council. Any person who accepts public office must also accept an ethical duty to serve honestly and in our citizen's best interest. Members of the WDC are public officials that must make informed decisions about important matters involving the Council's programs. In making these decisions, Council members should understand the laws that surround their conduct on the Council.

The primary statutes governing ethics in State government are the Bribery and Corrupt Influence Act; the Prohibitions Against Contracts with Officers Act; and the Ethics in Government Act. The Council is also governed by the Federal Workforce Innovation and Opportunity Act. These Acts should be considered a minimum standard, and ethical public officials should hold themselves to an even higher standard than simple compliance.

When a public official believes that a real or potential conflict with the law may exist, or that any provision of the Acts or Idaho law has or could be violated, the public official must disclose the situation through written statement to the Chair of the Council. The statement shall describe the matter to be acted upon and the nature of the potential conflict or violation of law.

Specifically, a member of the Council may not vote on a matter under consideration by the Council regarding the provision of services by such member (or by an entity that such member represents) or that would provide direct financial benefit to such member or the immediate family of such member. **In addition, the Chair may ask the member to remove himself/herself from the room while deliberations are taking place.**

If the Council believes this policy has been violated, a recommendation may be made to the Governor that the individual who has violated the policy be removed as a member of the Council. Even if no recommendation is made for removal, the Governor may remove a member of the Council for a violation of this policy. The Council chairperson may remove any committee member for a violation of this policy.

I, _____, have received a copy of the Idaho Ethics in Government Manual as published by the Office of the Idaho Attorney General, which summarizes and discusses the laws relevant to ethics in government. I have read and understand the Idaho Ethics in Government Manual. I agree to abide by the laws relevant to ethics in government and to notify the Chair of the Council in any situation involving a real or potential violation of any of the laws pertaining to ethics in government.

Signature

Date

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Memorandum of Understanding between Idaho Workforce Development Council (WDC) and Idaho Department of Labor (IDOL)

Purpose

The Workforce Innovation and Opportunity Act (WIOA) section 20 CFR 679.430 requires that any organization that has been selected or otherwise designated to perform multiple functions for implementation of WIOA must develop a written agreement with the local workforce development board to clarify how the organization will carry out its responsibilities while compliant with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and any state conflict of interest policy. As such, this memorandum of understanding, along with its attachments, outlines the functions and responsibilities of the Workforce Development Council (WDC) in its role as the State and Local Workforce Investment Board and the Idaho Department of Labor (IDOL) in its roles as the State Administrative Entity and Service/Program Providers under the Workforce Innovation and Opportunities

Background

The Workforce Development Council is established within the Executive Office of the Governor in accordance with Idaho Code Chapter 12, Title 72. The WDC assists the Governor in fulfilling the requirements of the State Workforce Investment Board as set forth in WIOA section 101 (d). In addition, the WDC serves as the Local Workforce Investment Board under a waiver granted by US Department of Labor's Employment and Training Administration through June 2020.

The Idaho Department of Labor is the executive branch state agency codified in Idaho Code 72-1345 to administer a public employment services program as authorized under the federal Wagner-Peyser Act (29 U.S.C. 49 et seq.); and programs authorized under State unemployment compensation laws (in accordance with applicable Federal laws, and activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.) and the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491-2(e)), specifically in the collection, analysis, and utilization of workforce and labor market information for the region. Idaho Code Section 72-1333 codifies the authority and duties of the Director of IDOL which includes administration of the employment security law, minimum wage law, minimum medical and health standards for paid firefighters, the disability determinations service established pursuant to 42 U.S.C. 421, and such other duties relating to labor and workforce development as may be imposed by law.

In addition, under the applicable federal provisions and requirements of WIOA, the Governor has designated the Idaho Department of Labor as the Administrative Entity responsible for the administration of WIOA Title IB – Adult, Youth, and Dislocated Worker Programs.

Roles and Responsibilities

The roles and responsibilities between the WDC and IDOL as the Administrative Entity and/or as Service/Program Providers are delineated in the attached document specific to the implementation of WIOA.

The following are broad descriptions of the relationship and responsibilities between the entities:

Workforce Development Council as State and Local Workforce Investment Board

In October 2017, the Governor shifted the Workforce Development Council from an advisory board to IDOL to an advisory board to the Governor, Legislature and appropriate state agencies on matters related to developing and implementing a comprehensive workforce development strategy for Idaho. With this shift, an independent agency was established under the Executive Office of the Governor, a Council that meets the requirement under WIOA was appointed and an executive director was hired. As the State Workforce Investment Board, the WDC also serves as the Local Workforce Investment Board under a waiver granted by US Department of Labor's Employment and Training Administration.

Idaho Department of Labor as Administrative Entity

The Governor has designated IDOL to carry out the administrative functions of WIOA. This includes all fiscal responsibilities such as receipt, disbursement, accounting and financial reporting of all funds related to WIOA programs pursuant to federal regulations. This also includes program administration and onsite monitoring of each local area within the State to ensure compliance with WIOA requirements.

Idaho Department of Labor as Service Provider

The Governor has designated IDOL as the state employment service administrator for the purpose of performing the functions of the Wagner-Peyser Act. Employment Services shall be provided by merit staff employees of IDOL.

The Workforce Services Division of IDOL provides WIOA Adult, Dislocated Worker and Youth workforce investment activities through a contract that ends June 30, 2019.

IDOL, as one of the entities under 20 CFR §678.600, is also the One-Stop Operator under WIOA, as awarded by the WDC through June 30, 2021.

Idaho Department of Labor as Labor Market Information Program

The Governor has designated IDOL as the State agency to be responsible for management of the workforce and labor market information program described in WIOA Section 308(b)(2). This function shall be provided by IDOL's Communications and Research Division, Bureau of Research and Analysis.

Financial Considerations

For PY18, the Governor authorized IDOL to set aside 15% or \$1,009,069.00 of WIOA grant totals to conduct all of the required activities according to WIOA. Of the set-aside, \$142,500 is transferred to the WDC to support the personnel and operating costs of the state and local workforce investment board.

Conflict of Interest

The undersigned agree that the Idaho Department of Labor functions simultaneously in the following roles under WIOA: Grant Recipient, State and Local Fiscal Agent, Administrative Entity, and direct provider of Employment Services. IDOL may also compete or be designated as a direct provider of WIOA Youth workforce investment activities, WIOA Adult and Dislocated Worker employment and training services, and/or a One-Stop operator. IDOL will maintain separate divisions to demonstrate internal control and compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the WDC's conflict of interest policy. It is understood that the functions and activities of IDOL outlined above will be conducted in accordance with applicable state and federal laws.

At any time that IDOL is selected by the WDC as a service provider for Title IB funds or other funds under its administrative purview, the WDC will provide an additional review of the monitoring process and outcomes of IDOL's oversight.

Term

This MOU is in effect from the date of signing until June 30, 2019.

No Additional Legal Duties Created

No provisions herein are intended to, or shall be construed to, create any duty or legal obligation upon the WDC or IDOL that does not otherwise exist pursuant to applicable state and federal laws.

Accepted on _____ by:

Wendi Secrist
Executive Director
Idaho Workforce Development Council

Melinda Smyser
Director
Idaho Department of Labor

WIOA Requirements for State Boards
WIOA 101(d)

	Activity	Workforce Development Council (WDC) Responsibility	IDOL Administrative Entity (AE) Responsibility	How
1	Development, implementation and modification of the State plan.	Governor designates WDC to facilitate	Obtain input from various partners/contractors. Draft & consolidate content.	WDC staff convene partners, provides for public input, submits final plan.
2	Review of statewide policies, of statewide programs, and of recommendations on actions that should be taken by the State to align workforce development programs in the State in a manner that supports a comprehensive and streamlined workforce development system in the State, including the review and provision of comments on the State plans, if any, for programs and activities of one-stop partners that are not core programs. Look at differences between policies for state/local board requirements as compared to operational policies within or relating to both.	Facilitates and develops through committee and council processes	Contribute AE/agency perspective Identify policies (operational or sub to WDC policies) that AE is responsible for	WDC staff convenes WIOA Advisory Group. WIOA Advisory Group brings recommendations to One-Stop Committee of WDC
3	Development and continuous improvement of the workforce development system, including— A. the identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and activities carried out through the system; example-functional redesign of system; B. the development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment (including individuals with disabilities), with workforce investment activities, education, and supportive services to enter or retain employment; C. the development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system; D. the development and expansion of strategies for meeting the needs of employers, workers, and jobseekers particularly through industry or sector partnerships related to in-demand industry sectors and occupations; E. the identification of regions, including planning regions, for the purposes of WIOA sec.106(a), and the designation of local areas under WIOA sec. 106, after consultation with local boards and chief elected officials; F. the development and continuous improvement of the one-stop delivery system in local areas, including providing assistance to local boards, one-stop operators, one-stop partners, and providers with planning and delivering services, including training and supportive services, to support effective delivery of services to workers, jobseekers, and employers; and G. the development of strategies to support staff training and awareness across programs supported under the workforce development system.	WDC facilitates through: A. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements B. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements C. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements D. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements E. Changes would require full Council approval F. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements G. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator	Contributes AE/agency perspective.... B. Develop operational policies to support WDC strategies	AE and One Stop Operator implement policies B. One Stop Operator implements policies C. One Stop Operator implements D. One Stop Operator implements E. The State has one planning region with two local areas for governance; there are 6 regions for service delivery F. One Stop Operator implements G. One Stop Operator implements
4	The development and updating of comprehensive State performance accountability measures, including State adjusted levels of performance, to assess the effectiveness of the core programs in the State as required under section 116(b).	WDC provides guidance and approves proposed metrics through statewide planning process	As a core partner, AE negotiates individual program performance measures	In conjunction with updated combined State Plan and through meetings convened with core partners.

	Activity	Workforce Development Council (WDC) Responsibility	IDOL Administrative Entity (AE) Responsibility	How
5	The identification and dissemination of information on best practices, including best practices for – A. the effective operation of one-stop centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment; B. the development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated local levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and, C. effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual’s prior knowledge, skills, competencies, and experiences and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways.	WIOA Advisory Group and WDC One-Stop Committee A. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements B. N/A C. WIOA Advisory Group, WDC One-Stop Committee and WDC Policy Committee	Develop and implement operational policies based on guidance/requirements from WDC A. N/A B. N/A C. Maintain ETP list based on policy approved by WDC	One Stop Operator implements B. N/A - In Idaho, the State Board functions as the local board
6	The development and review of statewide policies affecting the coordinated provision of services through the State’s one-stop delivery system described in WIOA sec. 121(e), including the development of: A. objective criteria and procedures for use by local boards in assessing the effectiveness and continuous improvement of one-stop centers described in such section; B. guidance for the allocation of one-stop center infrastructure funds under 121(h); and C. Policies relating to the appropriate roles and contributions of entities carrying out one-stop partner programs within the one-stop delivery system, including approaches to facilitating equitable and efficient cost allocation in the system.	WIOA Advisory Committee & One-Stop Committee	Contribute AE/agency perspective, Identify policies (operational or sub to WDC policies) that AE is responsible for	All core partners provide subject matter expertise and recommend policies with respect to their programs. Policy recommendations will be forwarded to the WIOA Advisory Committee
7	The development of strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system, including such improvements to – A. enhance digital literacy skills (as defined in sec. 202 of the Museum and Library Service Act, (20 U.S.C. 9101); referred to in this Act as “digital literacy skills); B. accelerate the acquisition of skills and recognized post-secondary credentials by participants; C. strengthen the professional development of providers and workforce professionals; and D. ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas.	WIOA Advisory Committee & One-Stop Committee	Contribute AE/agency perspective, Identify policies, (operational or sub to WDC policies) that AE is responsible for	Implementation of strategies may be delegated to One-Stop Operator
8	The development of strategies for aligning technology and data systems across one-stop partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures (including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation to improve coordination of services across one-stop partner programs).	WIOA Advisory Committee & One-Stop Committee; Implementation of strategies may be delegated to One-Stop Operator &/or AE	Contribute AE/agency perspective, Identify policies, reporting infrastructure, (operational or sub to WDC policies) that AE is responsible for	IDOL as lead partner (i.e., UI wage data) will continue data and process sharing discussions with core and other partners re annual performance reporting and One-Stop committee engagement; update data sharing agreements; test recently developed data sharing systems within SLDS structure in preparation for joint performance reporting

	Activity	Workforce Development Council (WDC) Responsibility	IDOL Administrative Entity (AE) Responsibility	How
9	The development of allocation formulas for the distribution of funds for employment and training activities for adults and youth workforce investment activities, to local areas as permitted under WIOA secs. 128(b)(3) and 133(b)(3).	WDC defines Service Delivery Areas for allocation basis (Workforce Development Policy committee) in alignment with WIOA	IDOL as Admin. Entity implements	IDOL will incorporate updated data into formula development, consistent with federal methodologies; continue July 1 st and October 1 st allocation and distribution activities with all Service Providers
10	The preparation of the annual reports described in paragraphs (1) and (2) of WIOA sec.116(d).	WDC delegates to IDOL	IDOL as AE will provide annual report data for its individual program and shared program performance measures for WIOA partners (VR, AE, IVBC). IDOL will draft and consolidate content	Depending on guidance from USDOL, core partners will collaborate on developing the narrative report
11	The development of the statewide workforce and labor market information system described in sec. 15(e) of the Wagner-Peyser Act.	WDC delegates to IDOL	IDOL as lead, utilizing BLS and W-P funding	IDOLs Comm&Research prepares BLS funded LMI products on local and state employment data, etc.; available through internal and external web resources, IDOL W-P and Title 1B staff
12	The development of such other policies as may promote statewide objectives for, and enhance the performance of, the workforce development system in the State.	WDC Committees	Contribute AE/agency perspective, Identify policies (operational or sub to WDC policies) that AE is responsible for	WDC staff convenes WIOA Advisory Group. WIOA Advisory Group brings recommendations to One-Stop Committee of WDC

WIOA Requirements for Local Boards

from 20 CFR §679.370

...if a State described in section 106(d) indicates in the State plan that the State will be treated as a single State local area, for purposes of the application of this Act or the provisions authorizing a core program, the State board shall carry out any of the functions of a local board under this Act or the provision authorizing a core program...

	Activity	Relevance	Responsibility	How
1	Develop and submit a 4-year local plan for the local area. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan.	Covered under State board requirements #1.	Gov designates WDC to facilitate; IDOL as Administrative Entity (AE) obtains input from various partners/contractors. Drafts & consolidate content.	WDC staff convene partners, provides for public input, submits final plan.
2	<p>Conduct workforce research and regional labor market analysis to include:</p> <p>A. analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers.</p> <p>B. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region;</p> <p>C. Other research, data collection, and analysis related to the workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.</p>	Included in State board requirements #11	IDOL as lead, utilizing Bureau of Labor Statistics (BLS) and Wagner Peyser (W-P) funding	IDOL Communication & Research team prepares BLS funded labor market information products on local and state employment data, etc.; available through internal and external web resources, IDOL W-P and Title 1B staff.
3	Convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the Local WDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the Local WDB.	Covered under State board requirements.	One Stop Operator and WIOA Advisory Committee	One Stop Operator as implementer at the local level.
4	<p>Lead efforts to engage with a diverse range of employers and other entities in the region in order to:</p> <p>A. Promote business representation (particularly representatives with optimum policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDC;</p>	Will be supported through industry partnership collaboration among state and local agencies/entities. IDOL offices will carry out local activities.	WDC leads, One-Stop Operator executes	One Stop Operator as implementer at the local level

	Activity	Relevance	Responsibility	How
	<p>B. Develop effective linkages with employer to support employer utilization of the local workforce development system and to support local workforce investment activities;</p> <p>C. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers</p> <p>D. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.</p>	WIOA Advisory Group and WDC One-Stop Committee	Develop and implement operational policies based on guidance/requirements from WDC	One Stop Operator implements
5	With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment	Will be addressed through public engagement and connecting education to careers collaboration among state and local agencies/entities	WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements	WIOA Advisory and One Stop Committee; One Stop Operator as implementer at local level
6	Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.	Covered under State board requirements #5.	WDC/WIOA Advisory Committee	WIOA Advisory and One Stop Committee; One Stop Operator as implementer at local level
7	<p>Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:</p> <p>A. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;</p> <p>B. Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;</p> <p>C. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills;</p>	Covered under State board requirements #8	WIOA Advisory Committee & One-Stop Committee. Implementation of strategies may be delegated to One-Stop Operator &/or AE	WIOA Advisory and One Stop Committee; One Stop Operator as implementer at local level

	Activity	Relevance	Responsibility	How
	D. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.			
8	<p>In partnership with the chief elected official for the local area:</p> <p>A.i. Conduct oversight of youth workforce investment activities authorized under WIOAsec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area;</p> <p>A.ii. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area;</p> <p>B. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.</p>	State Administrative Entity and local grant recipient requirement	IDOL will conduct required program monitoring for Title IB subawards	IDOL will perform required federal program and fiscal oversight and monitoring. The WDC will review the monitoring tools and results at least once per program year
9	Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.	Covered under State board requirement #4	As a core partner, AE negotiates individual program performance measures	Negotiated at the State level by program AE where applicable - WDC provides guidance in conjunction with updated combined State Plan and through meetings convened with core partners.
10	Negotiate with CEO and required partners on methods for funding the infrastructure costs of the one-stop centers in the local area in accordance with §678.715 of this chapter or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.	State level guidance provided under State board requirement #6	WIOA Advisory Committee, One-Stop Committee, and all American Job Center partners	Negotiated at local level for the two comprehensive one-stop centers
11	<p>Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:</p> <p>A. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendation of the youth standing committee (if such a committee is established); however, if the local board determines there is an insufficient number of eligible providers in the local area, the local board may award contracts on a sole-source basis per the provisions at WIOA sec. 123(b).</p>	The Youth Contract is held by IDOL through June 30, 2019.	<p>WDC selects providers of workforce investment activities (Title IB) IDOL, as Admin Entity, implements subawards, provides oversight and monitoring (See Program Oversight)</p> <p>WDC procures providers of youth workforce investment activities.</p>	During PY18, the WDC will establish a policy on selecting providers under this section. WDC engages ad-hoc Youth Committee to support procurement.

	Activity	Relevance	Responsibility	How
	<p>B. Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122.</p> <p>C. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and</p> <p>D. One-stop operators in accordance with 20 CFR §§678.800 through 678.635 of this chapter.</p> <p>E. In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.</p>	<p>WDC approves statewide ETP Policy</p> <p>Title IB contracts are held by IDOL, North Idaho College and Magic Valley Youth and Adult Services through June 30, 2019.</p> <p>The One-stop Operator contract is held by IDOL through June 30, 2021.</p> <p>The AE will review and ensure providers are sufficient for consumer choice in service delivery.</p>	<p>IDOL, as Admin Entity, determines eligibility and provides support for Eligible Training Provider List. WDC identifies eligible providers.</p> <p>WDC identifies Title IB Providers based on policy under development in PY18.</p> <p>WDC procures the One Stop Operator.</p> <p>WDC and IDOL as AE</p>	<p>IDOL, using WDC-approved ETPL, will: 1) maintain ETPL in IdahoWorks MIS system for Service Provider use 2) Track eligible training services provided to program participants.</p> <p>WDC engages Grant Review Committee to support procurement.</p> <p>WDC selects One Stop Operator through competitive procurement process. IDOL, as Admin Entity, implements subawards and provides oversight. Per TEGL 15-16, IDOL as One Stop Operator monitoring will be conducted by a separate entity - ECIPDA.</p> <p>WIOA Advisory Group and WDC One-Stop Committee.</p>
12	<p>Coordinate activities with education and training providers in the local areas, including</p> <p>A. Reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan;</p> <p>B. Making recommendations to the eligible agency to promote alignment with such plan; and</p> <p>C. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.</p>	<p>Will occur through statewide planning efforts.</p> <p>Title II contracts will be recompeted in FY20-21 for FY21-22.</p> <p>See above</p> <p>As needed in collaboration with Idaho Division of Vocational Rehabilitation and Idaho Commission for the Blind & Visually Impaired</p>	<p>WDC will review Title II provider applications.</p> <p>WDC will make recommendations.</p> <p>WDC will support IDVR and ICBVI</p>	<p>WDC appoints an ad-hoc committee to support review of Title II contracts.</p> <p>WDC appoints an ad-hoc committee to support review of Title II contracts.</p> <p>WDC One-Stop Committee</p>
13	<p>Develop a budget for the activities of the local board, with approval of the chief elected official and consistent with the local plan and duties of the local board.</p>	<p>WDC delegates to IDOL distribution of Title I-B awards and develop budgets consistent with awards</p>	<p>IDOL as Admin Entity</p>	<p>Based on allocations, the AE will issue sub awards to One-Stop Operator and eligible Title I-B Service Providers.</p>
14	<p>Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990.</p>	<p>The State EO officer will ensure one-stop centers comply with ADA requirements</p>	<p>WDC is responsible for ensuring assessments are completed.</p>	<p>WDC directs One Stop Operator to perform assessments and take corrective action as needed.</p>

	Activity	Relevance	Responsibility	How
15	Certification of one-stop centers in accordance with §678.800 of this chapter.	WDC One-Stop Committee has developed AJC Certification Policy	WDC One-Stop Committee	WDC directs One Stop Operator to perform assessments and take corrective action as needed. WDC, through the One-Stop Committee grants certification

WIOA Governor’s Fund – 15% Set-Aside (of this 5% is for administrative costs) of WIOA grants (Adult, DW, and Youth)

Required Statewide Activities from WIOA Sections 129(b)(1) and 134(a)(2)

	Activity	Primary Responsibility	How it’s accomplished
1	Rapid Response Activities - These cover the strategies and activities necessary to plan for and respond as quickly as possible following an announcement or notification of a permanent closure or mass layoff, a mass job dislocation resulting from a natural or other disaster, or the filing of a Trade Adjustment Assistance (TAA) petition. Rapid Response delivers services to enable dislocated workers to transition to new employment as quickly as possible.	IDOL as State Workforce Agency	WIOA Final Rule 20 CFR 682.310 stipulates that Rapid Response activities must be carried out by the State or an entity designated by the State. Services are coordinated by IDOL state-level coordinator with all local office/career centers in addition to the AFL-CIO Work Centers, Local Area II and ECIPDA.
2	<p>Providing assistance to:</p> <p>A. State entities and agencies, local areas and one-stop partners in carrying out the activities described in the state plan, including the coordination and alignment of data systems used to carry out the requirements of the Act</p> <p>B. Local areas for carrying out the regional planning and service delivery efforts required under section 106(c)</p> <p>C. Local areas by providing information on and support for the effective development convening and implementation of industry or sector partnerships</p> <p>D. Local areas, one-stop operators, one-stop partners and eligible service providers, including the development and training of staff, which may include the development and training of staff to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations, the development of exemplary program activities and the provision of technical assistance to local areas that fail to meet local performance accountability measures described in section 116(c)</p>	<p>A. Partnership between WDC, IDOL and WIOA Partners; WDC will provide logistical support and framework.</p> <p>B. IDOL as Administrative Entity (AE) and contracts with ECIPDA</p> <p>C. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements</p> <p>D. IDOL as AE and One Stop Operator</p>	<p>A. All partners will work to develop a service delivery process at local level, and a process at state level for data alignment.</p> <p>B. IDOL as AE will lead effort, incorporating One Stop Operator as necessary.</p> <p>C. WDC staff will provide leadership.</p> <p>D. One Stop Operator to coordinate, but partners will develop and deliver. One Stop Committee and WIOA Advisory Group will review strategies and assess performance.</p>
3	Providing assistance to local areas as described in 106(b)(6) – redesignation assistance	N/A	Until redesignation is allowable by USDOL, not currently applicable to Idaho.
4	Operating a fiscal and management accountability system in accordance with section 116(i)	IDOL as AE	As AE and Fiscal Agent, IDOL provides the fiscal and accountability systems
5	Carrying out monitoring and oversight of activities carried out under this chapter and chapter 2	IDOL as AE	As AE, IDOL provides these services. WDC reviews process and outcomes at least once per year.

	Activity	Primary Responsibility	How it's accomplished
6	<p>Disseminating:</p> <p>A. The state list of eligible providers of training services, including eligible providers of non-traditional training services and eligible providers of apprenticeship programs described in section 122(a)(2)(B)</p> <p>B. Information identifying eligible providers of on-the-job training, customized training, incumbent worker training, paid or unpaid work experience opportunities, or transitional jobs</p> <p>C. Information of effective outreach to, partnerships with, and services for, business</p> <p>D. Information of effective service delivery strategies to serve workers and job seekers</p> <p>E. Performance information and information on the cost of attendance (including tuition and fees) for participants in applicable programs, as described in subsections (d) and (h) of section 122</p> <p>F. Information on physical and programmatic accessibility, in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990, for individuals with disabilities</p>	<p>A. IDOL as AE</p> <p>B. N/A; Identification developed at Provider level.</p> <p>C. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements</p> <p>D. WIOA Advisory Committee & One-Stop Committee provide guidance; One Stop Operator implements</p> <p>E. IDOL as AE</p> <p>F. IDOL as AE</p>	<p>IDOL provides these services through statewide staff. WDC would assist in sharing info.</p> <p>A. IDOL will maintain list via AJLA and publish on website.</p> <p>B. NA; Not mandatory</p> <p>C. WDC identifies best practices and disseminates information through One Stop Operator</p> <p>D. WDC and IDOL identifies best practices and disseminates information through One Stop Operator</p> <p>E. IDOL provides information through IdahoWorks Eligible Training Provider list</p> <p>F. IDOL provides information and technical assistance through electronic and print mediums (IdahoWorks, web, American Job Centers, et al)</p>
7	<p>Conducting evaluations under section 116(e) of activities authorized under this chapter and chapter 2 in coordination with evaluations carried out by the Secretary under section 169(a)</p>	<p>IDOL as AE will provide data and conduct evaluations with WDC guidance on priorities and scope.</p>	<p>Waiver of the requirement to conduct evaluations has been approved by USDOL for PY18.</p>

Additional allowable statewide employment and training activities provide flexibility to support a number of innovative activities that increase services and coordination among partners. Sec 134(a)(3) and Sec. 129(b)2

As referenced in WIOA, Title I, Subtitle A, Section 101(h) and consistent with HO432SOP, IDOL will utilize a portion of the Governor's Reserve funding to reimburse WDC allowable costs up to \$92,400 for personnel and up to \$50,000 in WDC operating expenses during PY18.

Limitations

Not more than 5% of funds allotted under section 127(b)(1), 132(b)(1), and 132(b)(2) for the administrative cost of the statewide youth workforce investment activities or statewide employment and training activities.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
July 17, 2018	U.S. Department of Labor Office of Apprenticeship- Current Funding	ApprenticeshipIdaho continuation grant funds have been allocated as follows: \$252,129 will be allotted for personnel. \$10,902 in travel for conference and training. \$1,500 for supplies. \$407,000 contractual that includes the Idaho Tech Council, Idaho Hospital Association, employer incentives, and a subject matter expert. \$5,000 was set aside for some help from Mayer & Mayer. The allotted amount of \$847,568 is for an 18 month period, but may be expended over a 30-month timeframe.
July 17, 2018	Incentives for Employers	Discussed use of federal grant and workforce development training funds for administration of program, start-up costs, on-the-job training. Decided to keep the existing employer incentive under the federal grant intact and discuss this further once those funds are nearly depleted.
July 17, 2018	Incentives for Apprentice	Discussed whether an incentive to reimburse the apprentice directly would help with expansion of apprenticeship programs. IDOL staff will investigate whether federal grant could be used in this capacity. There are existing programs that can support apprentices with transportation, tools, clothing, etc. if they are qualified based on income.
July 17, 2018	Outreach/promoting registered apprenticeships	The committee brainstormed ideas for registered apprenticeship outreach including extension to high schools and students. Employers need more education on the requirements for registered apprenticeships (i.e. rules). Information on funding through WIOA, GI Bill, and other resources should be included with outreach on the apprenticeships. The next step is to work with the Outreach Committee and the WDC Outreach Manager on a plan.
September 26, 2018	Toolkit Follow Up	John Russ has completed the toolkit. There should be a final copy available for viewing by the next committee meeting in October. The toolkit will be housed on the Department of Labor website.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
September 26, 2018	"How to Session" on Setting Up Registered Apprenticeships	A "how to session" is tentatively planned for November 13th. The session will take place as part of National Apprenticeship week. John Russ is working with Dennis Technical Center and is in the process of finalizing the event.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
July 12, 2018	Meeting with State Board of Education Officers	Discussed common goals and opportunities to support each other's efforts. Will schedule joint working session in October.
July 12, 2018	Policy Committee Process and Timeframe for WDTF Policy Updates	Staff update on the process/timeline for updating WDTF policies. Policy Committee intends to have recommendations for the Council at the October meeting.
July 12, 2018	WDTF - Updating IDOL References to WDC	Approved the continuation of the policies set by the previous Workforce Development Council, with updates based on Executive Order 2017-13 and Idaho Code Title 72, Chapter 12.
July 12, 2018	WDTF Guidance - Proportionate Share with respect to cash and in-kind match	Provided guidance to staff to apply a working definition of "proportionate share" as "no less than 25 percent cash and no more than 100 percent in-kind match or a combination of cash and in-kind match" for industry sector grants.
July 12, 2018	WDTF Guidance - 200% cap on trainee costs	Approved the elimination of the 200% cap on trainee costs for employer grants.
July 12, 2018	WDTF Guidance - Expanding Sector and micro grants to include work-based learning components	By approving the continuation of the policies set by the previous Council with updates based on the executive order and Idaho Code, this issue was resolved.
August 9, 2018	Governor's Office/Council Member Updates	Mark Warbis from the Governor's Office has moved to the Tax Commission and Marilyn Whitney will support the Council through the transition. Matt Van Vleet is now with Schweitzer Engineering and will continue to serve. Matt Wrobel has been appointed to replace Todd Monroe, representing veterans.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
August 9, 2018	Outreach Funding Request Process	The Outreach Committee is developing a recommendation for the Council that would request an allocation for outreach projects and provide a process by which the Outreach Committee would approve the projects.
August 9, 2018	Opportunity Scholarship Campaign Results	Reviewed the statistics from the digital marketing campaign. There are enough funds remaining to take the campaign through another month. The Executive Committee will be asked to allocate the remaining funds in September based on results.
August 9, 2018	Workforce Development Council Communication Strategies	Discussed whether the WDC should have its own social media assets. There was consensus to move forward with the understanding that the WDC will promote the partnerships with other agencies, associations, education, etc. as the primary goal.
August 9, 2018	FY20 Budget Request	Reviewed a draft FY20 operating budget. The budget is due to the Division of Financial Management on September 1.
August 9, 2018	Age of Agility/Governor's Summit - Employer Pledges	Updated the committee on the Age of Agility Summit and the launch of Idaho LEADER.
September 13, 2018	Plant Therapy Employer Grant	Approved \$174,600 for Plant Therapy to train 160 employees.
September 13, 2018	Idaho AGC Industry Sector Grant	Approved \$250,000 to train 180 individuals in construction basics.
September 13, 2018	Franklin County Micro Grant	Approved \$25,000 to train 4 Licensed Practical Nurses.
September 13, 2018	Clearwater County Micro Grant	Approved \$10,481.10 to train 14 Certified Nurse Assistants.
September 13, 2018	Woodgrain Millwork Employer Grant	Approved \$107,203 to train 40 employees.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
September 13, 2018	Opportunity Scholarship Update and Request to Allocate Additional Funds	Reviewed the statistics from the digital marketing campaign. Approved the allocation of the remaining \$40,000 as follows - \$20,000 for digital marketing, \$20,000 for resources/events for the colleges to utilize in recruiting adult learners.
September 13, 2018	Outreach Committee Report	Updated the committee on the progress of the Outreach Committee. They are on target to have a proposal ready for the October meeting.
September 13, 2018	Procurement Policy - Committee Assignment	Shift to next meeting.
September 13, 2018	College/Career Advising Evaluation	Shift to next meeting.
September 13, 2018	October Council Meeting Format/Ideas	Discussed agenda items for the October 24 meeting.
September 13, 2018	2019 Council Meetings	Reviewed the dates selected for 2019 Council meetings that were shared at the July meeting. Paige will send calendar invites to the Council.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
July 10, 2018	Plant Therapy Employer Grant	Requested additional information prior to taking action.
July 10, 2018	Idaho State University Sector Grant	Recommended approval of \$159,595.50 to train 32 individuals in land surveying/geomatics.
July 10, 2018	College of Eastern Idaho Sector Grant	Recommended approval of \$250,000 to train 180 individuals in specialized welding.
August 28, 2018	Plant Therapy Employer Grant	Recommended approval of \$169,480 to train 160 employees.
August 28, 2018	Idaho AGC Industry Sector Grant	Recommended approval of \$250,000 to train 180 individuals in construction basics.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
August 28, 2018	Franklin County Micro Grant	Recommended approval of \$25,000 to train 4 Licensed Practical Nurses.
August 28, 2018	Clearwater County Micro Grant	Recommended approval of \$10,481.10 to train 14 Certified Nurse Assistants.
August 28, 2018	Basic American Foods Employer Grant	Requested revision of application to propose apprenticeship training and other transferrable skills training
August 28, 2018	Woodgrain Millwork Employer Grant	Recommended approval \$107,203 to train 40 employees.
August 28, 2018	Simplot Employer Grant	Moved to next committee meeting
October 18, 2018	Simplot Employer Grant	Recommended approval of \$552,438 to train 490 employees
October 18, 2018	College of Eastern Idaho Sector Grant	Recommended approval of \$84,000 to train 160 individuals on NQA-1 training.
October 18, 2018	Basic American Foods Employer Grant	Recommended approval of \$54,990.90 to train 860 individuals
October 18, 2018	D & A Glass Employer Grant	Recommended approval of \$110,655 to train 55 individuals

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
July 10, 2018	Update on ADA Assessments Discussions	Status update on discovery of resources to conduct ADA Assessments of the comprehensive and affiliate job centers.
July 10, 2018	Expectations/Direction to the WIOA Advisory Group on Universal Intake	Provided a "charge" to the WIOA Advisory Group to begin research and discussions on a universal intake process.
July 10, 2018	Status Update for Data Sharing Agreements	Status update on data sharing agreement and testing the process for combined performance reporting.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
September 4, 2018	Data Sharing/WIOA Performance Reports	Data/performance team members from each agency were invited to the meeting to discuss the current state of data sharing and the next steps in joint performance reporting. The committee chair and executive director will schedule a meeting with the Office of the State Board of Education to ensure there are adequate resources and clear expectations.
September 4, 2018	Infrastructure Cost Sharing Update	Ms. Foster shared a summary/reconciliation of the actual infrastructure costs for PY17. Signatures are needed on the cost sharing MOUs.
September 4, 2018	Certification Review Process (ADA Assessments)	Self-assessments have been completed for all 25 affiliate and comprehensive job centers. Training for the physical ADA assessment is being scheduled for staff across agencies. The committee will begin reviewing the self-assessments in October.
October 9, 2018	Update on Data Discussion	State Board staff are not able to work on any data requests until mid-November. They are willing to support joint performance reporting, ETP reporting and co-enrollment but through the transition in leadership need to better understand the needs and timelines. The executive director will pull the data people together to map out all three processes and establish ideal timelines in advance of a follow-up meeting with the Board in late November.
October 9, 2018	ADA Assessment Training Discussion	ADA assessment training (physical component) was conducted and IDOL's area managers will be conducting the assessments over the next month. A training session with Dana Gover on the programmatic accessibility component will be scheduled for November.
October 9, 2018	One-Stop Certification Review	Ms. Sharp provided a detailed walk-through of the self-assessment for the Lewiston comprehensive center and the Moscow affiliate center. Committee members identified areas where additional information is needed, and staff will work on collecting it.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
August 22, 2018	Responsibility Statement	Adopted Responsibility Statement: To review outreach proposals based on their ability to fulfill the committee's mission and reach the designated audiences. Proposals will be submitted to the Outreach Committee by the Workforce Development Council's Executive Director or Outreach and Communications Manager.
August 22, 2018	Report out on action item to find out from experts at organizations, companies, or agencies on most effective ways to reach audiences	The committee shared an extensive list, including industry associations that they are a part of. They decided this could be a great network to distribute information through.
August 22, 2018	Outreach Project Approval Process	The committee discussed and made recommendations regarding how the outreach committee could approve Outreach Projects, and what would be needed to present the process to the full council.
August 22, 2018	Update on Opportunity Scholarship	The committee reviewed analytics from the campaign to promote the Office of the State Board of Education's Adult Opportunity scholarship.
August 22, 2018	Update on "The Hub"	Updated the committee regarding the Next Steps project. The Office of the State Board of Education received a quote to begin the research phase of the project.
September 5, 2018	Outreach Budget Estimation	The committee looked at a "Fake" year long budget with estimations of the types of projects and amounts for a variety of hypothetical outreach projects in an effort to estimate annual expenses.
September 5, 2018	Outreach Template for Proposals	The committee reviewed the documents assembled for the Outreach Project proposals.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
September 5, 2018	Full Council Outreach Presentation	The committee discussed format and information needed for the full council meeting, to present the new Outreach Project proposal format.
October 3, 2018	Marketing RFP	Staff provided an update that an apparent award has been made to a marketing and communications firm for the WDC through the state's RFP process. A contract should be in place by mid-October.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
July 17, 2018	Eligible Training Provider Policy - Develop and approve "Appendix A - Idaho Occupations in Demand"	Staff shared that applying the priority industry sectors was leaving out several occupations that should logically be included. This item will need to be shifted to another meeting so that staff can consult with IDOL labor economists on the issue.
July 17, 2018	August Policy Committee Meeting - set date	The date was set for August 20, 2018
August 20, 2018	Overview of Workforce Development Training Fund Programs	The existing programs were reviewed along with their policies. Changes were proposed and discussed by committee members, finding consensus whenever possible. Staff were asked to consolidate the information to review in September.
August 20, 2018	Objectives/Goals of the WDTF	The committee brainstormed objectives/goals of the WDTF along with metrics that could be used for each program.
August 20, 2018	ETP Occupation List	Time did not allow for discussion on this topic.
September 18, 2018	Workforce Development Training Fund Policy Modifications from August 20 Meeting	The committee reviewed the existing policy components for each program beside the recommendations made during the August meeting and came to consensus on what would be recommended to the Council and/or asked staff to provide additional information.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
October 16, 2018	Finalize Recommendation to Full Council	The committee reviewed the draft policy document and discussed the outstanding items to finalize their recommendation.
October 16, 2018	Review Draft Presentation for Full Council Meeting	The committee reviewed a draft presentation prepared for use at the October Council meeting.