

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Date: Thursday, July 18, 2019

Time: 9:00 a.m. – 5:00 p.m.

Location: Idaho Central Credit Union
4400 Central Way
Chubbuck, Idaho

WORKFORCE DEVELOPMENT COUNCIL

AGENDA – AMENDED 7-11-19

***Action Required**

9:00 – 9:15 am	Welcome	Trent Clark, Chair
	<ul style="list-style-type: none">• Roll Call & Introductions<ul style="list-style-type: none">• New Council Member – Jeff Greene• New Staff Member – Amanda Ames• Teacher Extern – Shannon Andrade• *Review/Approve Agenda• *Approve Minutes from April 11, 2019 Meeting	
9:15 – 9:30 am	Idaho Central Credit Union Welcome	Shelli Bardsley
9:30 – 12:00 pm	Strategic Planning	Trent Clark, Chair
	<ul style="list-style-type: none">• Overview – Mission & Vision• Committee Priorities<ul style="list-style-type: none">• Outreach Committee Objectives• Grant Review Committee Objectives• Policy Committee Objectives• Apprenticeship Committee Objectives• One-Stop Committee Objectives• Executive Committee Objectives• Review Overall Plan and Finalize	John Young Deni Hoehne Kelly Kolb Angelique Rood Dwight Johnson Trent Clark Trent Clark
12:00 – 1:00 pm	Lunch	
1:00 – 3:00 pm	Business Items:	Trent Clark, Chair
	<ul style="list-style-type: none">• Executive Committee & Chair's Report• Executive Director & Financial Update<ul style="list-style-type: none">○ FY20 Operating Budget	Wendi Secrist

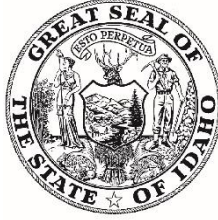
- FY21 Budget Request – Spending Authority Discussion

- *FY20 Outreach Budget Request John Young
- *WDTF Employer Grant Scoring Matrix Wendi Secrist
- *Bylaws Update Trent Clark

3:00 – 3:15 pm	Break	
3:15 – 3:45 pm	Idaho Department of Labor Service Model Update	Jani Revier
3:45 – 4:45 pm	WIOA State Plan – Business/Employer Services Feedback	Wendi Secrist
4:45 – 5:00 pm	Chair’s Closing Remarks & Adjourn	Trent Clark, Chair

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WORKFORCE DEVELOPMENT COUNCIL
317 West Main Street, Boise, Idaho 83735-0510

Meeting Minutes

Date: Thursday, April 11, 2019
Time: 8:00 a.m. – 5:00 p.m. (Mountain Time)
Location: Micron
8000 South Federal Way
Boise, ID 83707

Meeting Conducted By: Trent Clark, Chairman

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

*Workforce Development Council is hereafter referred to as WDC

Call to order at 8:00 AM

Welcome & Introductions

WDC Members and guests introduced themselves.

Roll Call – Quorum Met (see attached)

***Review/Approve Agenda**
Agenda Approved

***Approve Minutes from January 10, 2019 Meeting**

Motion by Mr. Wiesmore to approve the January 10, 2019 minutes as written. Second by Mr. Van Vleet. Motion carried.

Micron Welcome

Mr. Hjelle welcomed everyone to Micron and provided an overview of the company.

Strategic Planning – Please see attached presentation

Mr. Hill went over the agenda for the strategic planning discussion. The Council will be reviewing the following items:

- Principles
- Brand
- Strategies

- Mission
- Vision

Principles

Mr. Hill reviewed Principles that were proposed through the online survey. The Council is content with the principles that were listed.

Brand

Mr. Hill reviewed “brand” suggestions from the online survey and refined them as follows:

The Workforce Development Council is:

- A trusted partner that is future focused and visionary in connecting stakeholders and increasing opportunity in Idaho.
- Innovative, adaptive, responsive and collaborative in attracting, developing and retaining a skilled workforce that enhances the economic vibrancy (vitality) of the state.
- The conduit to ensure that there is a shared responsibility between Idaho’s education system and its employers.
- The leader in improving (changing) perceptions about the value of all pathways to careers.
- Recognized leader in increasing pathways to careers satisfying the needs of Idaho’s employers.

Strategies

Mr. Hill reviewed the Goals of the Council which are provided by the Governor in his Executive Order. The following strategies were refined by the Council:

Goal - Increase public awareness of and access to career education and training opportunities.

Strategies

- Utilize personal contact, digital, and traditional media to communicate with our target audiences and those who influence and support them.
- Collaborate with partners to maximize reach and effectiveness of all outreach efforts; enhance and expand Idahoan’s perceptions of, (easy) access to and persistence in pathways to careers.
- Identify, develop, connect, and activate a diverse network of influencers throughout the state that can distribute information and resources in a way appropriate to their locale.

Goal - Improve the effectiveness, quality and coordination of programs and services designed to maintain a highly skilled workforce.

Strategies

- Create, align, and sustain partnerships with stakeholders to implement workforce development programs.
- Support development in work-based learning and innovative programs to drive Idaho’s present and future workforce solutions.
- Leverage existing local employer-focused initiatives to build and support effective pathways to connect Idahoans to careers.
- Cultivate a high-quality One-Stop Career System that connects employers and workers and facilitates access to workforce services, education services and information.
- Champion public policy initiatives that enable a dynamic response to evolving industry needs.

Goal - Provide for the most efficient (effective?) use of federal, state, and local workforce development resources.

Strategies

- Be objective, data driven, and accountable.
- Build trust in decision making based on an understanding of the resources available and projected outcomes.
- Identify gaps and opportunities in the workforce system and initiate or support policy and/or allocate resources to meet them.
- Identify (quality) best practices – seek to replicate and scale.

Break: 10:40 am – 10:50 am

Mission

Mr. Hill reviewed the starting points for the Mission and the Council refined them as follows:

- We champion effective workforce development strategies that prepare Idahoans for careers to align with the (evolving?) needs of our employers today and tomorrow.
- ~~We partner to prepare Idahoans to connect and align with the changing needs of our employers. participate in a rapidly changing, market driven economy that connects to /aligns to the changing needs of our employers.~~
- ~~We partner, connect, and collaborate to create and implement Idaho's workforce development strategies.~~

Vision

Mr. Hill reviewed the starting points for the Vision and the Council refined them as follows:

- Idahoans are accessing a nimble responsive workforce development opportunities that allow them to participate succeed in a rapidly changing economy.
- Idaho's workforce is diverse and prepared to highly trained is prepared meet the needs of our unique communities and employers.
- Transforming lives and strengthening employers.
- A nimble, integrated workforce development system that engages stakeholders throughout Idaho.

Next Steps Progress Report

Casey Bender presented a Next Steps Update. Please see attached presentation.

How do you see this integrating with existing initiatives?

- This is not fully defined yet. There is still a lot of discussion around what resources will be displayed on NextSteps.
- One of the strengths of the concept is that it is an integrated concept. We have all the State of Idaho working together on a common goal.

Is there a connection to NextSteps through the WDC website?

- Not yet. In the future this will happen.
- Idaho Works is already connected.

Strategies 360 is also working on updating the ApprenticeshipIdaho website to make it more action oriented and searchable.

Will promotional material be created for this?

- There is no promotion budget currently, but this is where the Outreach Committee can support the initiative.

Lunch: 12:00 pm – 12:45 pm

Micron Tour

The Council members and guests took a tour of the Micron facility.

Executive Committee Report

Chairman Clark reviewed the January 10 discussion about the Grant Review Committee reviewing the grants and recommending them to the Executive Committee. The Executive Committee would then check to ensure that the Grant Committee followed policy and then approve or disapprove the grant. The Council has control over the grants through the policies. If any council member feels that a grant was approved that should not have been, they can look at the policy and bring issues they see with the policy to the Council. A few council members had expressed their concern in transparency with this process. Chairman Clark provided the Council the opportunity to look through the Executive Committee Report and ask any questions or voice any concerns.

A question was raised on how the Council members would get more information on these grants if the minutes are not enough.

- They can call Wendi to get the information.

The change in the process is about having a checks and balance system. Out of the estimated billion dollars that is spent on workforce training each year (public & private), we have control over \$3-4 million. This should be able to work on autopilot with good policy.

With the grant funds there is some sort of report that is sent back about the efficacy of the funds? When can the council expect to see those?

- Ms. Secrist is meeting next week with the research team at IDOL to start working on the evaluation. The data we have currently is from grants that are just closing which were allocated before this council was created. The plan is to update the numbers in the evaluation annually and the narrative every two years.

Executive Director & Financial Update

IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL REPORT AS OF February 28, 2019

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$338,593	\$210,337	62%	\$128,256
Benefits	\$133,107	\$79,329	60%	\$53,778
PERSONNEL	\$471,700	\$289,666	61%	\$182,034
Administrative Services & Supplies	\$6,171	\$3,086	50%	\$3,085
Communication Costs	\$7,500	\$1,909	25%	\$5,591
Computer Services & Supplies	\$22,100	\$8,237	37%	\$13,863
Employee Development Costs	\$8,500	\$7,899	93% ¹	\$601
Employee Travel Costs	\$45,000	\$13,580	30%	\$31,420
General & Professional Services	\$377,200	\$172,372	46%	\$204,828
Miscellaneous Expenditures	\$47,629	\$21,790	46%	\$25,839
Rentals & Operating Leases	\$4,200	\$3,526	84%	\$674
Repair & Maintenance Services & Supplies	\$1,600	\$2,600	162%	-\$1,000
OPERATING	\$519,900	\$234,999	45%	\$284,901
Grand Total	\$991,600	\$524,665	53%	\$466,935
		% OF YR ELAPSED	58%	
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,561,500	\$1,850,901	24%	\$6,961,687

WDTF Financial Summary	
WDTF Cash Balance 4/3/19	\$16,924,633
Obligated Employer Grants	\$6,439,866
Obligated Industry Sector Grants	\$1,975,943
Obligated Innovation Grants	\$68,870
*Obligated Outreach Projects	\$177,034
FY 19 WDTF Admin Costs	\$405,244
WDTF Obligated Balance	\$9,066,957
Unobligated Balance	\$7,857,678
Proposals Under Review	\$0
Outreach Proposals Under Review	\$152,500
Unobligated Balance if all funded	\$7,705,178

¹ \$3,675 of this amount was reimbursed from Idaho Department of Labor for 1/2 of NGA dues, but is included in Revenue and is not shown here.

*Includes funded projects only - Council set aside up to \$500,000 for Outreach Projects for FY19. \$123,000 was moved into the operating budget for the Adult Learner Scholarship. Total obligation is \$300,034.

The WDC's budget was approved by the Legislature and signed by the Governor.

Is the plan to allocate the unobligated balance by the end of the year?

- No, it carries over to the next year. We do not revert funds if they haven't been obligated.

Each year the WDTF is funded by a 3% offset of the unemployment insurance taxes that are paid by employers. Those funds are then put into our account monthly. We anticipate that we will receive \$3.6 million this next year. Two years ago, a general fund appropriation of \$2.5 million was put into the account. This was to adjust for the expected decrease in revenue based on the decrease in the UI tax rate.

What is our target to obligate or give grants to every year?

- Last year we submitted our performance plan to DFM with a goal to obligate \$5.8 million.

Staff Update

The WDC is down by one staff member. They will be starting interviews for the Finance and Grant Manager on Monday. The goal is to have someone start the first of May.

Legislative Session

Ms. Secrist went over the Legislative Priorities sheet that has been updated after session. Please see attached document.

Other Updates

- We will have a total of 11 or 12 teacher externs starting in June. We had over 20 teachers apply. We are in the last phase of matching the teachers to the businesses.
- Last week Wayne Hammon from Associated General Contractors and Ms. Secrist presented at the National AGC Conference about the We Build Idaho program that the WDC funded through a grant.
- We have been working with the National Governor's Association as part of a 6-state cohort to scale work-based learning. We were asked to present at a conference in Alabama about the work that we have done.
- We will be participating in the Western Pathways Conference in Portland next month. Mr. McCray will be presenting on school to registered apprenticeship. Ms. Secrist will present on a panel titled "What Leading Western State are Doing."
- The Outreach Committee approved \$125,000 to start a campaign that will help bridge the time between now and when we are ready to launch NextSteps.

***WDTF Employer Grant Policy and Scoring Matrix**

At the October Council meeting, the Council rejected a few components of the employer grant policy and asked the Policy Committee to come back with a recommendation that addressed some of their concerns (most of the concerns were specific to calling out that safety training wasn't eligible for reimbursement). The Committee has reviewed how other states handle their programs and worked with the Grant Review Committee to address their concerns.

In addition, the policy changes adopted in October required us to revisit the scoring model. Ms. Secrist went over the changes to the Employer Grant Policy and the scoring matrix. Please see attached documents.

**Motion by Ms. Swanson to approve the Policy Committee's recommendation for the Workforce Development Training Fund policy and the revised scoring matrix for immediate implementation.
Second by Ms. Revier.**

We are giving registered apprenticeships and technical degrees 10 points, but Occupational Licenses only receive 8. That does not align with what we had expressed earlier about valuing all pathways. If the result is the same, why are they not being given the same number of points?

- Not all apprenticeships are the same. The reason that the registered apprenticeships are scored higher is because we want to encourage companies to take that extra step which provides a national credential.
- Not all licenses have reciprocity in surrounding state or nationally.

Why would a company that only scores 18 points be receiving funds?

- They receive 18 points if they meet the absolute minimum requirements of the grants. We would not fund a grant that does not meet those requirements (must be \$12 an hour or over, must be structured on the job training, etc.).
- The rest of the eligibility criteria is in the policy and not listed in the matrix.

Motion by Dr. Clark to amend the motion to include a stipulation that the portion of the matrix that scores occupational licenses be returned to the Policy Committee for further discussion and review to see if any adjustments need to be made. Implementation of the policy and matrix would still move forward. Second by Mr. Young.

Alternate motion by Commissioner Smith to postpone the implementation of these policies until the start of the new fiscal year. The motion did not receive a second.

Members expressed interest in implementing the updates now and asking the Policy Committee to bring back changes based on the discussion to the full Council at the July Meeting.

Could we just include licenses under the authority of the Bureau of Occupational Licensing into the 10 point category and then all other licenses stay where they are?

- There are many other licenses that also should be under consideration for increased points.

The Chair called for a vote on the amendment. Amendment carried.

Ms. Secrist reviewed the additional changes made within the policy.

There is concern with the term “significant wage increase”. Sometimes companies need to train employees outside of the purpose of a wage increase for them to be able to keep their jobs (old job went away and new job is being implemented). They may already be paid a high wage.

- The purpose of this was for those who need to be trained to do their job. The above scenario would be treated as a new job.
 - Will businesses understand that? They may look at it and not apply.
- This is something for the Policy Committee to think about, so it does not exclude companies who may need the funds the most.

Motion by Mr. Johnson to add the words to the highlighted area “this criterion does not apply to new jobs or retention of jobs that may be lost without training.” Second by Dr. Clark. Amendment carried.

For a new company coming to Idaho that will be training people for regular jobs within their business (i.e. not something that is impacted by new technology), does the statement apply, or does it disqualify them?

- If their new hires do not have the skills for the job, they would qualify for the training.

The Chair called for a vote on the twice amended motion “ to approve the Policy Committee’s recommendation for the Workforce Development Training Fund policy and the revised scoring matrix for immediate implementation; integrating the additional clarification described in Mr. Johnson’s motion. The Policy Committee is asked to review the portion of the matrix that scores occupational licenses and bring adjustments to the Council in July.” Amended motion carried.

***Eligible Training Provider Appendix A – “In-Demand Occupations”**

We adopted a new Eligible Training Provider policy in April 2018 with the understanding that we needed to redo the Appendix A which sets forth the guidance that the Workforce Innovation & Opportunity Act funding will pay only for training that leads to in-demand occupations. It has taken some time to build a tool that would allow users to dynamically see which occupations are in-demand regionally according to certain filters. Ms. Secrist demonstrated the tool and explained the methodology that the Policy Committee is recommending.

Ms. Secrist went over the changes to the Appendix A. Please see attached document.

Is the number of 150 Hot Jobs before or after you adjust for the degrees?

- It is the subset of the top 150 Hot Jobs that meet the filters.

Motion by Ms. Swanson to replace Appendix A in the existing Eligible Training Provider Policy with the new Appendix A recommended by the Policy Committee. Second by Ms. Bardsley. Motion carried.

***WIOA Service Provider Selection Policy and Extension of Existing Contracts**

Chairman Clark appointed an Ad-Hoc Committee in October to develop a policy on how we will select WIOA Title I service providers moving forward – meeting one of our responsibilities as a local workforce board. The committee worked with the Governor’s office and the Attorney General’s office to ensure that this recommendation meets both federal and state laws.

Ms. Secrist reviewed the Service Provider Selection Policy and the request to extend existing contract to align with the timeline. Please see attached policy and timeline.

The Department of Labor is developing internal firewalls to address the conflict of interest concern where, if selected, they would be them auditing themselves.

Motion by Ms. Swanson to approve the Ad-Hoc Committee’s recommendation for the WIOA Service Provider Selection Policy and that we extend the existing service provider contracts until new contracts are in place, or 2-years, whichever is sooner. Second by Mr. Johnson.

This is a very complicated issue. The work done by the WDC staff and the attorney general is appreciated.

These monies fund much of the work that IDOL does in the 25 offices across the state. IDOL has the intent to apply for these grants. Ms. Revier recused herself from the vote.

Motion carried.

Chair's Closing Remarks & Adjourn

Committee chairs will be receiving an assignment from strategic planning. They and their committees have been tasked with populating objectives that fit under the strategies that were developed today. They need to have timelines and metrics attached to them. We would like to see specific objectives by July.

The next meeting is on July 18. The meeting be held in Pocatello and will start no earlier than 9:00 AM.

Ms. Nielebeck will send out a follow-up survey from this meeting.

Motion by Mr. Schwarz to adjourn. Second by Mr. Johnson. Motion carried.

Adjourned at 4:44 PM

DRAFT

Strategic Planning Notes

Note – these materials are for reference as we conduct an activity to pull everything together into a cohesive plan.

Proposed Vision & Mission

Vision

We envision a future where Idaho's diverse and prepared workforce meets the needs of our unique communities and employers.

Mission

We champion strategies that prepare Idahoans for careers that meet employers needs.

Goals & Strategies

Goal - Increase public awareness of and access to career education and training opportunities.

Strategies:

- Utilize personal contact, digital, and traditional media to communicate with our target audiences and those who influence and support them.
- Collaborate with partners to maximize reach and effectiveness of all outreach efforts; enhance and expand Idahoan's perceptions of, (easy) access to and persistence in pathways to careers.
- Identify, develop, connect, and activate a diverse network of influencers throughout the state that can distribute information and resources in a way appropriate to their locale.

Goal - Improve the effectiveness, quality and coordination of programs and services designed to maintain a highly skilled workforce.

Strategies:

- Create, align, and sustain partnerships with stakeholders to implement workforce development programs.
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Goal - Provide for the most efficient (effective?) use of federal, state, and local workforce development resources.

Strategies:

- Be objective, data driven, and accountable.
- Build trust in decision making based on an understanding of the resources available and projected outcomes.

- Identify gaps and opportunities in the workforce system and initiate or support policy and/or allocate resources to meet them.
- Identify (quality) best practices – seek to replicate and scale.

Committee Objectives

Outreach Committee:

1. Build, Plan and prepare for the launch campaign of Future Next Steps.
 - a. Integrate a marketing/media process that assists WDC, partners, and all Idahoans to talk about connecting with careers in everyday life.
 - b. Research and identify strategic local and regional partners to carry messages.
 - c. Finish and launch asset map.
2. Develop and deepen relationships with our partners including: HR associations, industry associations, community leaders, education, and agencies.
 - a. Review data and information collected through established channels and reports.
 - b. Connect associations and employers to community workforce data.
 - c. Build and distribute local career pathways.
3. Explore and create a meeting, planning, and execution process that utilizes the scarce resource of time in our committee meetings to focus on more strategic topics.
 - a. Revisit Outreach Project award strategy, process, metrics, and outcomes.
 - b. Create a forum to share Outreach Projects.

Grant Review Committee:

1. Develop tools to better evaluate grant proposals in the context of the local and state labor market. Integrate into scoring rubrics.
Target date - June 30, 2020.
2. Develop interactive tools to project future workforce needs around skills and occupations and design an investment strategy that is future focused.
Target date - Investment strategy proposed to Council at April 2020 meeting, Tools available to stakeholders by June 30, 2020.

Policy Committee:

1. Review the WDTF Employer Grant Scoring Matrix to ensure it is aligned to the goals for the Training Fund.
Target date – May 2020.
2. Update the methodology for selecting Eligible Training Providers to ensure alignment with in-demand occupations.
Target date – August 2019.
3. Develop a process for the Council to proactively identify and support policy initiatives in collaboration with the Governor and partners.
Target date – recommendation on process to the Council in October 2019.

4. Identify data needs for decision making and to show return on investment across workforce development programs. Identify resource needs to access and analyze the data.
Target date – January 2020.
5. Develop and implement an outreach strategy for the Workforce Development Training Fund.
Target date – November 2019 for strategy development, ongoing for implementation.

Apprenticeship Committee:

1. Implement and outreach strategy to:
 - Increase awareness and perception of apprenticeships as a pathway to careers for students, parents, teachers and counselors.
 - Increase employers' and educators' utilization of the apprenticeship model.
 - Deploy funding to launch awareness campaign. Utilize data analytics to determine reach of campaign. Use this data as a baseline for future campaigns.

How success might be measured:

- Percentage increase in employers using apprenticeship model
- Confirm with survey results that our targeted audiences understand this learning model

2. Evaluate State Apprenticeship Agency and make recommendation to the Workforce Development Council.

How success might be measured:

- Finalize business case and present to Executive Committee in September 2019.
- Based on Executive Committee feedback finalize recommendation for full Council by April 2020.

3. Set a growth goal for increasing apprenticeships using available data and benchmarks from similar states.

How success might be measured:

- Develop goal by October 2019 Governor's Summit.

4. In collaboration with the State Board of Education and Idaho's postsecondary institutions, gain approval for a statewide registered apprenticeship to associate degree framework.

How success might be measured:

- College of Southern Idaho receives approval from the State Board by September 2019.
- Gain approval for other institution by January 2020 with programs in place at the institutions by August 2020.

One Stop Committee:

1. Develop and gain approval for the 2020-2024 WIOA State Plan.
 - a. Plan due in March 2020, approval expected in summer 2020.
2. Develop an Outreach Plan for the One-Stop System.

3. Procure the One-Stop Operator and Title I Service Providers.
 - a. One-Stop Operator RFP released by January 2020, Title I Service Providers RFP developed upon approval of WIOA State Plan.
4. Continue implementation of the May 2019 as follows:
 - a. Cross-training of staff
 - b. Functional redesign and business services
 - c. Common Intake and data sharing

Executive Committee:

1. Regional resources to increase line of sight?

Committee Reports

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 2, 2019	State Apprenticeship Agency Discussion	Idaho's USDOL Apprenticeship Director is retiring at the end of May. The Apprenticeship Committee Chair discussed a communication plan and concept to explore a state apprenticeship agency to the Executive Committee. The Apprenticeship Committee will report back with additional information.
May 2, 2019	Executive Director & Budget Update	Ms. Secrist presented the April Operating Budgets and WDTF Financial Summary. She shared the timeline for developing the FY21 budget which is due September 1, 2019.
May 2, 2019	Strategic Planning	Discussed the results of the strategic planning activity at the April Council Meeting and developed a process to move forward with objective development at the committee level.
May 2, 2019	WIOA State Planning Process	Reviewed the public input process for the development of the 2020-2024 WIOA State Plan.
May 2, 2019	July Council Meeting	Discussed options for tours and panel discussions for the July Council meeting in Pocatello.
June 6, 2019	Major Initiatives	Reviewed opportunities for the Council to champion initiatives/ideas learned about at the Western Pathways and NGA conferences.
June 6, 2019	Outreach Committee Budget Request	Mr. Young shared the Outreach Committee's budget request which will be presented to the Council on July 18.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
June 6, 2019	Meeting with State Board of Education Officers	Met with State Board of Education to discuss Our Kids, Idaho's Future Task Force, Collaboration/Partnership Opportunities and the College & Career Advising Evaluation.
June 6, 2019	University of Idaho Industry Sector Grant	Approved \$419,622.50 sector grant for the University of Idaho to expand their co-op program starting in the College of Engineering with a clause in the contract to apply a progressive claw back/forfeit of funds if progress isn't made on granting credit for the work-based learning components of the program.
June 6, 2019	2019 and 2020 Budgets	Ms. Secrist presented the May Operating Budget and WDTF Financial Summary which included June and year-end projections. Reviewed a draft FY20 Operating Budget that aligns to the WDC's FY20 appropriation and discussed possibility of needing an increase in spending authority for WDTF grants.
June 6, 2019	Governor's Summit on the Future of Work 2019	Shared preliminary concept for Governor's Summit. Staff are working with IBE and Governor's Office.
June 6, 2019	WIOA State Plan - Public Input Process	Reviewed the final schedule for the public input sessions.
June 6, 2019	July Council Meeting Planning	Developed a plan for strategic planning at the July Council meeting and developed agenda items.
June 6, 2019	Employer Needs/USDOL Apprenticeship Transition	The Chair of the Apprenticeship Committee joined the meeting to provide an update on information gathered on the transition within USDOL's Office of Apprenticeship and the committee's preliminary work on evaluating the pros and cons of a State Apprenticeship Agency.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
June 6, 2019	IACI Panel Preparation	Discussed goals for presentation at the IACI Annual Meeting.
June 6, 2019	Executive Order	Reviewed updates to the Executive Order issued by Governor on May 31.
July 11, 2019	FY21 Budget - Spending Authority Discussion	Discussed options to request increase in spending authority for WDTF grants.
July 11, 2019	Strategic Planning - Executive Committee Objective Development	Reviewed work from committees and planned how to conduct strategic planning activity at Council meeting.
July 11, 2019	Grant Review Committee - Request for Feedback	Postponed.
July 11, 2019	Review Agenda for July Council Meeting	Reviewed agenda.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 23, 2019	Create Common Good Innovation Grant	The Committee declined the grant request from Create Common Good.
April 23, 2019	University of Idaho Co-Op Industry Sector Grant	The Committee compiled a list of questions for University of Idaho to answer prior to deciding on the project.
April 23, 2019	Innovation and Industry Sector Grant Rubric Feedback	This item was postponed giving the Committee the opportunity to utilize the rubrics.
April 23, 2019	Develop Objectives Under the Council's Strategies	Reviewed the work done at the Council meeting.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 28, 2019	University of Idaho Co-Op Industry Sector Grant	Recommended approval of \$419,622.50 to train 60 individuals.
May 28, 2019	WDC Strategic Plan - Input on Strategies Survey	Discussed process to develop objectives for the strategic plan.
June 25, 2019	Bay Shore Systems Employer Grant	The Committee requested that the Ms. Hoehne take the discussion to the Executive Committee for feedback and a list of questions be sent to Bay Shore for further information.
June 25, 2019	Lewis-Clark State College Industry Sector Grant	Discussion postponed to July.
June 25, 2019	Defense Logistics Corporation, LLC. Employer Grant	The Committee decided to table this request until the company has completed their Idaho business registration.
June 25, 2019	WDC Strategic Plan Objectives	Developed objectives for the strategic plan.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 24, 2019	Q&A with Ivy Tech Community College	A representative from Ivy Tech Community College in Indiana joined the Apprenticeship Committee monthly meeting to discuss their success with apprenticeship programs that lead to college degrees. Every student who is enrolled and completes the apprenticeship program also graduates with at least an associates degree.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 24, 2019	Ivy Tech Graduate Experience	A recent graduate from Ivy Tech joined the conversation. The apprentice is from Southeast Idaho and is currently working with the Iron Workers Union on a job for the new LA football stadium. The former apprentice stated that he was unable to find a program locally that would allow him to earn a degree. This was attractive to him because everyone in his family had a degree and the degree has helped him with job promotions.
April 24, 2019	WDTF Quantitative Funding Model Request from Policy Committee	The Apprenticeship Committee was asked by the Policy Committee to review the WDTF quantitative funding model and provide feedback on the value of an occupational license compared to the value of a registered apprenticeship. Members of the Apprenticeship Committee had mixed feelings but concluded that both work-based learning models held equal weight. It was recommended that occupational licenses be moved up into the same category as apprenticeships for scoring. However, the committee wants to encourage businesses use of registered apprenticeships and recommended that the quantitative funding model assign additional bonus point to employers using this model. The additional points would allow for a small increase in funding that would help offset the additional costs employer incurred when using a registered apprenticeship model for training.
May 22, 2019	USDOL Support for Apprenticeship Update	At the end of May, USDOL's Office of Apprenticeships Director for Idaho will retire leaving the position vacant for the foreseeable future. Prior to his departure, Bill Kober met with his boss and the Idaho Department of Labor director to discuss how the State would continue receiving support on registered apprenticeship. USDOL shared that Utah and Wyoming will pick up the existing Registered Apprenticeship Programs for the time being. For new programs, Mr. Russ will work with the regional office in San Francisco to get those processed in a timely manner.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 22, 2019	Associates of Applied Science Framework for Apprenticeships	Ms. Rood has been working closely with the College of Southern Idaho and the Office of the State Board of Education on implementing a framework for registered apprenticeship to associates of applied sciences for the linemen apprenticeship program at Idaho Power. The College of Southern Idaho is submitting it for approval to the State Board. CTE and the OSBE will expedite as best they can with the hope that statewide approval will follow shortly after.
May 22, 2019	Outreach Update	Outreach is moving along quite quickly. Ms. Solace has been working with S360, Drake Cooper, and IDOL to create an approach to outreach that looks consistent across all platforms. An outline of the new ApprenticeshipIdaho Webpage is in place. The site will be released once IDOL has updated and release its new website.
June 26, 2019	State Apprenticeship Agency Business Case	Ms. Rood is working Mr. Thomsen and Mr. Russ on developing a business case for a State Apprenticeship Agency in Idaho. The Apprenticeship Committee was asked by the Executive Committee to evaluate the pros and cons of Idaho moving to a State Apprenticeship Agency model. The Executive Committee has asked for the business case to be delivered in September.
June 26, 2019	WDC Strategic Plan Objectives	The committee developed four objectives that tie into the Council's strategic plan goals.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 9, 2019	WIOA Implementation Evaluation Study	Met with USDOL Evaluators who are conducting a study on WIOA Implementation.
April 9, 2019	Region 2 Comprehensive Center - Certification Review	Reviewed certification self-assessment and visit summary for Lewiston Comprehensive Center. Approved provisional certification for Lewiston.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 9, 2019	Programmatic Assessment Summary for IDOL Affiliate & Comprehensive Centers	Reviewed the summary for the programmatic assessments that were conducted for the IDOL offices.
April 9, 2019	Update from WIOA Partners - Status of Physical and Programmatic Assessment	Partners shared status updates for their ADA physical and programmatic assessments.
April 9, 2019	Draft WIOA Service Provider Selection Policy	Reviewed the draft WIOA Service Provider Selection Policy that will be presented to the Council for approval on April 11.
April 9, 2019	WIOA State Plan Process Proposal	Discussed timeline to develop 2020-2024 WIOA State Plan which will be due in March 2020.
May 14, 2019	ADA Expectations from the State EO Officer	Ms. Buxton discussed the amendments to the Code of Federal Regulations for state nondiscrimination plans based on WIOA. She asked each partner for an update on the status of their physical and programmatic assessments. She requested a list of all WIOA partner facilities to help track the status of ADA assessments.
May 14, 2019	Certification Review (Moscow, Orofino, Grangeville)	Reviewed certification self-assessments and visit summaries for Grangeville, Moscow and Orofino Affiliate Centers. Approved provisional certification for all.
May 14, 2019	WIOA State Plan Public Input Process	Reviewed a draft schedule for the public input meetings in advance of drafting the WIOA 2020-2024 State Plan.
May 14, 2019	WDC Strategic Plan - Input on Strategies	The Committee was asked to provide "brainstorming" through an electronic survey in preparation for June's meeting.
June 11, 2019	Resource Sharing Agreements	Discussed issues with the infrastructure cost-sharing agreements and the need to revise them following discussions about how Live Better Idaho is accounted for.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
June 11, 2019	NASWA State Technology Profiles	Ms. Carr shared a project sponsored by NASWA to provide information on the tools states are using for data systems. Her team is compiling the information from Idaho's partners.
June 11, 2019	AJC Certification Policy Update	Reviewed a redline version of the AJC Certification Policy based on comments and discussions over the past six months. The policy update will need to be adopted by the Council in early 2020.
June 11, 2019	Objectives Review/Development	The committee reviewed the results of the online brainstorming and refined objectives for the strategic plan.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
April 10, 2019	Idaho Public Television American Graduate Presentation	Idaho Public Television presented about its ongoing grant project: "American Graduate: Getting to Work", a public media initiative from the Corporation for Public Broadcasting to illuminate pathways to post-secondary education and career placement.
April 10, 2019	Strategies 360 Next Steps Presentation	Strategies 360 presented the vision of the <i>Future Next Steps</i> project to create one access point for career information in Idaho.
May 8, 2019	Boise State University - Workforce Development for Active Duty, National Guard, and Reserves	Approved \$11,000—Boise State University, Workforce Development for Active Duty National Guard, and Reserves. This project is to connect veterans and servicemembers with programs at BSU that lead to in-demand careers.
May 8, 2019	WDC Externship Project	Approved an additional \$25,000 for a total of \$50,000 to STEM Action Center to support the pilot year of the Teacher Externship project. 16 externs have been placed with employers for 6 weeks this summer.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
May 8, 2019	Develop Objectives Under Council's Strategies	The committee reviewed the strategies created at the April meeting and decided to develop objectives via survey online.
June 5, 2019	FY2019 Budget Update	The committee reviewed Outreach Project progress reports from each of the recipients. In FY19 the council awarded up to \$478,534 (some projects have an "up to" criteria)
June 5, 2019	FY2020 Budget Request	The committee put together a budget that totals \$695,000 to bring to the Executive Committee and then the Full Council.
June 5, 2019	Objectives Collected from Survey	The committee decided to continue working on this project online between meetings through a ranking process.
July 8, 2019	Boise School District Outreach Project	Awarded \$14,733.70 to Boise School District, Building Tomorrow's Healthcare Workforce to support a multi-faceted outreach project to attract students to medical occupations.
July 8, 2019	Objectives for Full Council Meeting	Developed 3 objectives with supporting bullets to bring to the full council meeting.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
April 16, 2019	Occupational Licenses on the Scoring Matrix	Discussed ideas to adjust scoring for occupational licenses. Committee asked staff to get input from Apprenticeship Committee.
April 16, 2019	Objectives Under the Council's Strategies	Brainstormed ideas for the committee to develop action items under the strategies. Members asked to complete online survey in advance of next meeting.
June 18, 2019	Employer Grant Scoring Matrix Recommendation for Council	Recommended scoring matrix update to the Council for approval in July.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
June 18, 2019	Finalize Objectives Under Council's Strategies	Discussed online brainstorming input for objectives.
July 8, 2019	Finalize Objectives Under Council's Strategies	Finalized objectives for presentation to Council.
April 16, 2019	Occupational Licenses on the Scoring Matrix	Discussed ideas to adjust scoring for occupational licenses. Committee asked staff to get input from Apprenticeship Committee.
April 16, 2019	Objectives Under the Council's Strategies	Brainstormed ideas for the committee to develop action items under the strategies. Members asked to complete online survey in advance of next meeting.
June 18, 2019	Employer Grant Scoring Matrix Recommendation for Council	Recommended scoring matrix update to the Council for approval in July.
June 18, 2019	Finalize Objectives Under Council's Strategies	Discussed online brainstorming input for objectives.
July 8, 2019	Finalize Objectives Under Council's Strategies	Finalized objectives for presentation to Council.

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - June 30, 2019

STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$379,300	\$348,824	\$30,476	\$92,460	\$85,925	\$6,535	\$471,760	\$434,749	92%	\$37,011
PERSONNEL	\$379,300	\$348,824	\$30,476	\$92,460	\$85,925	\$6,535	\$471,760	\$434,749	92%	\$37,011
Administrative Services & Supplies	\$5,171	\$7,552	-\$2,381	\$1,000	\$443	\$557	\$6,171	\$7,994	130%	-\$1,823
Communication Costs	\$7,500	\$3,174	\$4,326	\$0			\$7,500	\$3,174	42%	\$4,326
Computer Services & Supplies	\$23,700	\$18,041	\$5,659	\$0			\$23,700	\$18,041	76%	\$5,659
Employee Development, Memberships & Subscriptions	\$8,500	\$11,251	-\$2,751	\$9,000	\$7,850	\$1,150	\$17,500	\$19,101	109%	-\$1,601
Employee Travel Costs	\$36,000	\$15,979	\$20,021	\$0	\$9,564	-\$9,564	\$36,000	\$25,543	71%	\$10,457
General & Professional Services	\$377,200	\$331,530	\$45,670	\$0			\$377,200	\$331,530	88%	\$45,670
Miscellaneous Expenditures	\$7,629	\$3,177	\$4,452	\$40,000	\$31,614	\$8,386	\$47,629	\$34,791	73%	\$12,838
Rentals & Operating Leases	\$4,200	\$3,508	\$692	\$0			\$4,200	\$3,508	84%	\$692
OPERATING	\$469,900	\$394,211.45	\$75,689	\$50,000	\$49,471	\$529	\$519,900	\$443,683	85%	\$76,217
Grand Total	\$849,200	\$743,035	\$106,165	\$142,460	\$135,396	\$7,064	\$991,660	\$878,432	89%	\$113,228

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,561,500	\$4,701,157	\$2,860,343

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - FY20

STATE EXPENDITURE CATEGORY	WDTF Budget	WIOA Budget	TOTAL BEGINNING BUDGET
PERSONNEL	\$390,100	\$95,400	\$485,500
Administrative Services & Supplies	\$6,000	\$1,000	\$7,000
Communication Costs	\$3,500	\$0	\$3,500
Computer Services & Supplies	\$20,850	\$0	\$20,850
Employee Development Costs	\$7,500	\$19,450	\$26,950
Employee Travel Costs	\$30,000	\$7,000	\$37,000
General & Professional Services	\$271,350	\$22,550	\$293,900
Miscellaneous Expenditures	\$8,400	\$0	\$8,400
Rentals & Operating Leases	\$4,500	\$0	\$4,500
OPERATING	\$352,100	\$50,000	\$402,100
Grand Total	\$742,200	\$145,400	\$887,600

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500

WDTF Financial Summary - June 1, 2019	
WDTF Cash Balance 6-1-19	\$17,210,566.97
Revenue	\$42,089.88
Interest	\$35,997.52
Payments	\$780,665.02
WDTF Cash Balance 6-31-19	\$16,507,989.35
Obligated Employer Grants	\$5,197,409
Obligated Industry Sector Grants	\$2,092,970
Obligated Innovation Grants	\$53,639
*Obligated Outreach Projects	\$373,063
FY 19 WDTF Admin Costs	\$0
WDTF Obligated Balance	\$7,717,080
Unobligated Balance	\$8,790,909
Proposals Under Review	\$0
Outreach Proposals Under Review	\$0
Unobligated Balance if all funded	\$8,790,909

WDTF FY19 Revenue	Transfer In	Interest	Misc Revenue	Collection Cost
Beginning Balance 7-1-18	\$17,863,912	N/A	N/A	N/A
July	\$345,981	\$27,587	\$0	\$0
August	\$661,729	\$27,684	\$0	\$0
September	\$8,481	\$30,402	\$0	0
October	\$253,543	\$31,417	\$0	\$20,922
November	\$595,337	\$33,114	\$957	\$0
December	\$9,276	\$40,828	\$0	\$0
January	\$295,010	\$36,363	\$1,644	\$21,302
February	\$351,048	\$37,403	\$0	\$0
March	\$7,799	\$34,689	\$0	\$0
April	\$436,483	\$36,447	\$0	\$20,246
May	\$672,908	\$33,897	\$154	\$0
June	\$8,506	\$35,998	\$33,584	\$21,485
FY19 Totals	\$3,646,101	\$405,829	\$36,339	\$83,954

Outreach Project FY20 Budget Request

- \$350,000—General Outreach Projects Application Pool
- \$250,000—*Future* Next Steps project
- \$80,000—Adult Opportunity Scholarship Promotion (upon approved application)
- \$15,000—Economic Development Professionals-Workforce Development engagement

\$695,000—Total Outreach Committee FY20 Request

Committed for FY20 Pending Council Approval of budget:

- \$14,733.70—Boise School District, *Building Tomorrow's Healthcare Workforce*

FY19 Outreach Awards - \$478,534 awarded in FY2019:

- \$123,000—OSBE, Adult Opportunity Scholarship
- \$50,000 – STEM Action Center, Teacher Externships
- \$35,000—Lewis Clark State College, Outreach for Adult Learning Program
- up to \$25,000—WDC, printing and editing costs for CTE promotion
- \$30,300—WDC, Economic Development Professionals Summit
- \$25,000—CTE, REACH Guidance Track Scholarships
- \$26,292—Idaho Youth Ranch, YouthWorks program
- \$442—Silver Valley Economic Development, bussing
- \$125,000—WDC Statewide Interim Outreach Application
- \$27,500—RISE Collaboration for Careers Data Outreach Project
- \$11,000—Boise State University, Workforce Development for Active Duty National Guard, and Reserves

Award Summaries:

- \$123,000—OSBE, Adult Opportunity Scholarship
Marketing campaign for eligible adults to encourage them to complete their degree or certificate. The final phase of this project includes supplying each of the colleges with customized assets to be able to market the Adult Opportunity Scholarship in their communities.
- \$50,000 – STEM Action Center, Teacher Externships Needs amendment
This summer 16 externs will have externship opportunities. Host sites:
Micron Foundation (2), Idaho Power Company, KBOI, Strategies 360, Sapphire, Saint Alphonsus, Western States, Workforce Development Council, St. Luke's, STEM Action Center, Blocksmith, INL, Vista Outdoors, University of Idaho
- \$35,000—Lewis Clark State College, Outreach for Adult Learning Program
LCSC's marketing team is developing the ads, video, and print materials for the campaign to attract adults to their new more flexible programs. They have begun by conducting postcard mailings, outreach to their business partners, social media ads, and pandora ads. They have been running Google ads, radio ads, and hosting their 5 events.



Meeting employer's needs today and tomorrow

- \$25,000—up to WDC, printing and editing costs for CTE recruitment materials. To date:
 - \$4,000 – Caldwell School District
 - \$1,902.65 – West Ada School District
 - \$5,000 – COSSA Academy (Wilder)
 - \$7,000 – CTE Recruitment Assets
- \$30,300—WDC, Economic Development Professionals Summit
To connect and empower economic development professionals to support local workforce development initiatives. It will be held on October 7, adjacent to the Age of Agility: The Governor's Summit on the Future of Work. Two follow-up workshops will be held in Spring and Summer 2020.
- \$25,000—CTE, REACH Guidance Track Scholarships
All 40 scholarships for counselors to attend CTE's annual REACH conference have been awarded.
- \$26,292—Idaho Youth Ranch, YouthWorks
The job readiness workshops that they facilitate in the community have had a total participation of 1,250 from July 1, 2018 to today. This number has some duplicates because some young people attend more than one workshop (They estimate 618 non-duplicated). They facilitated 82 different workshops with topics from job searching, how to complete job applications, building resumes, mock interviews and future planning. Their summer job program has started with trainees from Ada, Canyon, and Payette counties. They will be submitting a final report soon.
- \$442—Silver Valley Economic Development, bussing
Students from 3 school districts in Shoshone County were able to attend Hard Hats, Hammers & Hot Dogs.
- \$125,000—WDC Statewide Interim Outreach Application, \$125,000
This campaign will serve as an interim campaign before the launch of the Future Next Steps. It is a data driven approach aimed at connecting specific communities with training to in-demand jobs they have access to. We are continuing to meet with Labor to collaborate on a larger scale effort. This campaign is being used as a data mining opportunity for the Future Next Steps launch that will happen the following year.
- \$27,500—RISE Collaboration for Careers - Data Outreach Project
This project will assist in spreading the current senior exit survey done in the Treasure Valley statewide, as well as providing opportunities to integrate the data into strategies at the local level. RISE is in the midst of planning their big training event for September. They are also establishing teams to work on the different aspects of the project including facilitation, guidebook creation, and workshop curriculum.
- \$11,000—Boise State University, Workforce Development for Active Duty National Guard, and Reserves
This project is to connect veterans and service members with programs at BSU that lead to in-demand careers. WDC is working with Boise State to ensure they are connected with other state and community resources.
- \$14,733.70 (pending FY20 budget approval)—Boise School District, Building Tomorrow's Healthcare Workforce
This is an extensive and multi-faceted outreach program designed to connect students with medical careers. The experiences will include a wide variety of ongoing experiences at workplaces and postsecondary institutions throughout an entire year.

Workforce Development Training Fund - Quantitative Funding Model

Approved XX XX, XXXX

<div>Input Score</div> <div>Weights</div> <div>103</div> <div>WAGES</div> <table><thead><tr><th>Wages</th><th>Points</th></tr></thead><tbody><tr><td>+40% CAW</td><td>10</td></tr><tr><td>+35% CAW</td><td>9</td></tr><tr><td>+30% CAW</td><td>8</td></tr><tr><td>+25% CAW</td><td>7</td></tr><tr><td>+20% CAW</td><td>6</td></tr><tr><td>+15% CAW</td><td>5</td></tr><tr><td>+10% CAW</td><td>4</td></tr><tr><td>+5% CAW</td><td>3</td></tr><tr><td>CAW</td><td>2</td></tr><tr><td>\$ 12.00</td><td>1</td></tr></tbody></table> <div>Total Available30</div> <div>Metric 1</div> <div>Wages</div>	Wages	Points	+40% CAW	10	+35% CAW	9	+30% CAW	8	+25% CAW	7	+20% CAW	6	+15% CAW	5	+10% CAW	4	+5% CAW	3	CAW	2	\$ 12.00	1	<div>Input Weight</div> <div>Weights</div> <div>103</div> <div>EDUCATION and TRAINING*</div> <table><tbody><tr><td>10</td><td>State or federally recognized certificates, degrees and/or licenses.</td></tr><tr><td>6</td><td>Industry Certifications & SkillStack Badges</td></tr><tr><td>3</td><td>Structured On-the-Job Training</td></tr></tbody></table> <div>Total Available30</div> <div>Metric 2</div> <div>Training</div> <div>*5 additional "bonus" points will be added to the final score for registered apprenticeship programs.</div>	10	State or federally recognized certificates, degrees and/or licenses.	6	Industry Certifications & SkillStack Badges	3	Structured On-the-Job Training	<div>Input Score</div> <div>Weights</div> <div>101</div> <div>INDUSTRY ECONOMIC MULTIPLIER</div> <table><thead><tr><th>Mult.</th><th>Points</th></tr></thead><tbody><tr><td>3.60</td><td>10</td></tr><tr><td>3.30</td><td>9</td></tr><tr><td>3.00</td><td>8</td></tr><tr><td>2.70</td><td>7</td></tr><tr><td>2.40</td><td>6</td></tr><tr><td>2.10</td><td>5</td></tr><tr><td>1.80</td><td>4</td></tr><tr><td>1.50</td><td>3</td></tr></tbody></table> <div>Total Available10</div> <div>Metric 3</div> <div>Economic Impact Multiplier</div>	Mult.	Points	3.60	10	3.30	9	3.00	8	2.70	7	2.40	6	2.10	5	1.80	4	1.50	3	<div>Input Score</div> <div>Weights</div> <div>101</div> <div>COUNTY UNEMPLOYMENT RATE</div> <table><thead><tr><th>%</th><th>Points</th></tr></thead><tbody><tr><td>10.00</td><td>10</td></tr><tr><td>9.00</td><td>9</td></tr><tr><td>8.00</td><td>8</td></tr><tr><td>7.00</td><td>7</td></tr><tr><td>6.00</td><td>6</td></tr><tr><td>5.00</td><td>5</td></tr><tr><td>4.00</td><td>4</td></tr><tr><td>3.00</td><td>3</td></tr><tr><td>2.00</td><td>2</td></tr><tr><td>1.00</td><td>1</td></tr></tbody></table> <div>Total Available10</div> <div>Metric 4</div> <div>County Unemployment Rate</div>	%	Points	10.00	10	9.00	9	8.00	8	7.00	7	6.00	6	5.00	5	4.00	4	3.00	3	2.00	2	1.00	1	<div>Input Score</div> <div>Weights</div> <div>102</div> <div>OCCUPATIONAL CONCENTRATIONS TRANSFERABILITY</div> <table><thead><tr><th>LQ</th><th>Points</th></tr></thead><tbody><tr><td>2.50</td><td>10</td></tr><tr><td>2.00</td><td>9</td></tr><tr><td>1.50</td><td>8</td></tr><tr><td>1.25</td><td>7</td></tr><tr><td>1.00</td><td>6</td></tr><tr><td>0.75</td><td>5</td></tr><tr><td>0.50</td><td>4</td></tr><tr><td>0.40</td><td>3</td></tr><tr><td>0.30</td><td>2</td></tr><tr><td>0.20</td><td>1</td></tr></tbody></table> <div>Total Available20</div> <div>Metric 5</div> <div>Occupation Concentrations and Transferability</div>	LQ	Points	2.50	10	2.00	9	1.50	8	1.25	7	1.00	6	0.75	5	0.50	4	0.40	3	0.30	2	0.20	1	<table><thead><tr><th>Total Score Range</th><th>Maximum Funding Per Employee</th></tr></thead><tbody><tr><td>81+</td><td>\$ 4,000</td></tr><tr><td>76-80</td><td>\$ 3,500</td></tr><tr><td>71-75</td><td>\$ 3,000</td></tr><tr><td>66-70</td><td>\$ 2,750</td></tr><tr><td>61-65</td><td>\$ 2,500</td></tr><tr><td>56-60</td><td>\$ 2,250</td></tr><tr><td>51-55</td><td>\$ 2,000</td></tr><tr><td>46-50</td><td>\$ 1,750</td></tr><tr><td>41-45</td><td>\$ 1,500</td></tr><tr><td>36-40</td><td>\$ 1,250</td></tr><tr><td>31-35</td><td>\$ 1,000</td></tr><tr><td>26-30</td><td>\$ 750</td></tr><tr><td>20-25</td><td>\$ 500</td></tr></tbody></table> <div>Total Available 100 Points</div>	Total Score Range	Maximum Funding Per Employee	81+	\$ 4,000	76-80	\$ 3,500	71-75	\$ 3,000	66-70	\$ 2,750	61-65	\$ 2,500	56-60	\$ 2,250	51-55	\$ 2,000	46-50	\$ 1,750	41-45	\$ 1,500	36-40	\$ 1,250	31-35	\$ 1,000	26-30	\$ 750	20-25	\$ 500
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71-75	\$ 3,000																																																																																																																										
66-70	\$ 2,750																																																																																																																										
61-65	\$ 2,500																																																																																																																										
56-60	\$ 2,250																																																																																																																										
51-55	\$ 2,000																																																																																																																										
46-50	\$ 1,750																																																																																																																										
41-45	\$ 1,500																																																																																																																										
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26-30	\$ 750																																																																																																																										
20-25	\$ 500																																																																																																																										
Uses Weighted Averages from Proposal	Uses EMSI IO Multipliers	Anchored to the State Fiscal Year Average State Unemployment Rate	Uses Occupational Information Location Quotients																																																																																																																								

POINTS	TYPE OF TRAINING	DESCRIPTION
10	State or federally recognized certificates, degrees and/or licenses	<ul style="list-style-type: none"> • Awarded by a state educational agency or a state agency responsible for administering vocational and technical education within a state. • Awarded by 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. • Awarded by US Department of Labor's Office of Apprenticeship or a state apprenticeship agency. Apprenticeship Regulations: 29 CFR part 29, Labor Standards for Registration of Apprenticeship Programs • 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).
6	Industry Certifications & Credentials	<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. • Idaho SkillStack Badges
3	Structured On-the-Job Training	<ul style="list-style-type: none"> • Structured on-the-job training is where an already experienced and successful employee uses a company standardized checklist of tasks and performance criteria to train and certify new employees. In this way, trainees learn not only the job, but the skills and knowledge they need to successfully perform in the position. In a well-implemented and well-monitored structured on-the-job training program, all employees receive consistent, effective and efficient training regardless of the trainer assigned to them.

BYLAWS
WORKFORCE DEVELOPMENT COUNCIL

Revised ~~XXXXXX~~

ARTICLE I

NAME

The name of this body shall be the Idaho Workforce Development Council (“Council”). In 2017, the Council was established within the Executive Office of the Governor in accordance with section 101 (a) of the Workforce Innovation and Opportunity Act (WIOA) of 2014 to coordinate efforts and direct public outreach and engagement in support of improving the quality of and access to workforce education and training programs throughout Idaho. The Council also is established by Chapter 12, Title 72 Idaho Code.

ARTICLE II

DUTIES

The Council will fulfill the responsibilities outlined in Idaho Code and subsequent Executive Orders from the Governor. These duties shall include, but not be limited to, the following:

- 1) Advising the Governor, Legislature and appropriate executive agencies on matters related to developing and implementing a comprehensive workforce development strategy for Idaho that:
 - a. Increases public awareness of and access to career education and training opportunities;
 - b. Improves the effectiveness, quality and coordination of programs and services designed to maintain a highly skilled workforce;
 - c. Helps provide for the most efficient use of federal, state and local workforce development resources;
- 2) Assisting the Governor in carrying out the functions of the state workforce investment board as required by the Workforce Innovation and Opportunity Act as amended and federal regulations promulgated thereunder (WIOA §101(d));
- 3) Carrying out any functions of a local workforce board as required by the Workforce Innovation and Opportunity Act as amended and federal regulations promulgated thereunder, if so certified by the Governor (WIOA §107(c)(4)(d));
- 4) Develop and provide oversight of procedures, criteria performance measures and expenditures for the workforce development training fund established under section 72-1203, Idaho Code; and
- 5) Such other duties as the Governor assigns the Council.

ARTICLE III

MEMBERSHIP

SECTION A. APPOINTING AUTHORITY

The Council shall consist of 3~~6~~⁷ members, consistent with federal nomination and composition requirements set forth in section 101 (b) of WIOA. The Council's membership shall be as follows:

1. 17 positions appointed by the Governor representing industry and nominated by statewide and regional business organizations;
2. Seven positions appointed by the Governor representing the workforce, including two labor union representatives, two registered apprenticeship program representatives, one representative of a community-based organization for veterans, one representative of a community-based organization for ~~the disabled individuals with disabilities~~, and one representative of a community-based organization for out-of-school youth;
3. ~~Nine-Ten~~ positions appointed by the Governor representing government, including representatives from the Department of Labor, State Board of Education, State Department of Education, Division of Career & Technical Education, Division of Vocational Rehabilitation, Department of Health and Welfare, Department of Commerce, an elected city official, an elected county official, and a community college representative.
4. One member from each chamber of the Idaho Legislature, including a member of the Senate appointed by the Senate President Pro Tem, and a member of the House of Representatives appointed by the House Speaker;
5. The Governor or his designee.

SECTION B. TERMS OF APPOINTMENT.

All appointees shall serve at the pleasure of the Governor, and their appointments shall be for three-year terms. The Governor may use his/her discretion to adjust and stagger terms to ensure that only a portion of the membership expire in a given year. If an appointee resigns or is removed during the term of his/her appointment, the executive director shall inform the Governor and a new appointment will be made by the Governor within the appropriate category of membership. The new appointee shall complete the remainder of the term for which the original appointment was made.

A member may be reappointed at the pleasure of the Governor.

Attendance. The Council may recommend to the Governor that a member missing two consecutive meetings, without just cause, shall be replaced.

Alternates. A member may send an alternate to represent him/her at a Council meeting; however, the alternate shall not have voting rights unless a written request that the member's proxy be delegated to an alternative is submitted to the chair prior to the meeting.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION A. The Chairperson of this body shall be a representative of business and industry appointed by the Governor. The duties of the Chairperson shall be:

- 1) To call and preside at all meetings of the full Council;
- 2) To make committee assignments;
- 3) To appoint committee chairpersons;
- 4) To appoint other individuals to committees; and
- 5) To provide signatory authority on behalf of the Council.

SECTION B. The Vice Chair of this body shall be a representative of business and industry appointed by the Governor. The duties of the Vice Chair shall be:

- 1) To preside at meetings in the absence of the Chairperson; and
- 2) To assume other responsibilities, as requested by the Chairperson.

ARTICLE V

MEETINGS

SECTION A. The Council shall meet quarterly. An Executive Committee made up of the chair, vice chair, and three additional Council members appointed by the chair and representing industry should meet monthly. To the extent possible, meetings of the Council shall be scheduled a year in advance by the Council Chairperson.

SECTION B. Special meetings may be held at the call of the Chairperson or by a simple majority vote of the Council members.

SECTION C. The principal meeting place of the Council shall be in the City of Boise, Idaho. The Chair may hold meetings in other Idaho cities for the purpose of obtaining public input on workforce education and training needs throughout the state. As determined by the Chairperson, members may participate in meetings by phone, video and/or web conferencing.

SECTION D. Action items to be included on any meeting's agenda shall be made available to the Chairperson no less than seven (7) days prior to the scheduled meeting.

SECTION E. The Council exists to serve the public interest. Therefore, actions of the Council and its meetings shall be conducted in accordance with Idaho Open Meeting Law, I.C. § 74-201 – 74-208.

ARTICLE VI

STAFF

SECTION A. The Council shall be staffed by an executive director appointed by the Governor and such additional personnel as shall be appointed by the executive director. In addition, the Idaho Department of Labor (IDOL) shall provide additional support as outlined in a Memorandum of Understanding between the Council and IDOL.

SECTION B. The executive director shall execute contracts and authorize reimbursements for expenditures from the Workforce Development Training Fund, as approved by the Council. The executive director shall report quarterly to the Council the financial status of the Workforce Development Training Fund to include revenue, obligations, grant expenditures and administrative expenditures.

SECTION C. The executive director shall provide an operating budget report to the executive committee monthly. This report shall include administrative expenditures of the Workforce Development Training Fund and any other funding available to the Council.

SECTION D. The executive director and Council shall provide an annual report to the Governor and joint finance-appropriations committee on the commitments and expenditures made from the Workforce Development Training Fund in the preceding fiscal year and the results of the activities funded by the training fund.

ARTICLE VII

QUORUM

SECTION A. A quorum of the Council shall consist of fifty percent plus one of the members of the Council. No official business shall be conducted in the absence of a quorum, except that which is authorized under Article VIII, Section A. Executive Committee.

SECTION B. Each Council member is entitled to one vote.

ARTICLE VIII

RULES

SECTION A. The conduct of the meetings shall be in accordance with the current edition of Robert's Rules of Order, Newly Revised, except where inconsistent with these bylaws.

SECTION B. Business shall be conducted by a majority vote of those present, except as otherwise provided herein.

SECTION C. Voting shall be done in a manner most appropriate to the issue. Voting may be done by email or teleconference in compelling and unusual circumstances, as

determined by the Chairperson, and as allowed in the Idaho Open Meeting Law. Secret ballots shall not be used.

SECTION D. Minutes are to be distributed to all Council members and others expressing interest in receiving them.

SECTION E. Formal decisions, directives from the Chairperson, and major deliberations will be reported in sufficient detail to make the intention clear. Records of attendance and reports, and the names of persons who make and second motions shall be included.

SECTION F. No member shall cast a vote on any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents or on any matter which would financially benefit such member or any organization such member represents.

SECTION G. A Council member may contract for personal and property services funded with state and local workforce development funds, provided that:

- 1) the member notifies the Council in writing as soon as they are aware that a potential conflict of interest exists;
- 2) the Council records the notice, along with its reasons for awarding the contract, and indicates why the award is in the public's best interest; and
- 3) the Council member, after giving proper notice, abstains from voting on any matter involving such conflict of interest.

ARTICLEIX

COMMITTEES

SECTION A. EXECUTIVE COMMITTEE

The Executive Committee of the Council shall be comprised of the Council Chairperson, the Vice Chair, ~~and three additional members representing industry, and a representative of a labor union. The Executive Committee members shall be appointed by the Governor, appointed by the Council Chairperson.~~ The Executive Committee's responsibility shall be to set the direction and strategy for the Council, coordinate the work of the Council's Committees, and serve as a conduit between business/industry in the executive committee members' region and the Council. The Executive Committee may be convened to take action on behalf of the entire Council on matters that require expeditious action. In such situations, the action taken must also be presented at the next regularly scheduled Council meeting.

SECTION B. The Chairperson, or the Council by a simple majority vote, may appoint Ad Hoc or Standing Committees and/or Workgroups as deemed necessary to conduct the business of the Council. Committee members may include non-Council members who have special knowledge and qualifications to be of assistance to the Council; however, the

Chairperson of a Committee shall be an appointed WDC member. Standing committees ensure that members actively participate in convening the workforce development system's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities.

At a minimum, the following standing committees shall be empaneled:

1. Workforce Development Policy Committee – The Workforce Development Policy Committee shall be responsible for developing and overseeing procedures, criteria and performance measures for the Workforce Development Training Fund, in addition to any other programs under the WDC's authority. The committee shall also develop an annual projection of needs for state investment into workforce development activities.
2. Grant Review Committee – The Grant Review Committee shall be responsible for reviewing and recommending grant awards for any program under the WDC's authority. An executive committee member shall chair the Grant Review Committee.
3. One-Stop Committee – The One-Stop Committee shall ensure the WDC assists the Governor in fulfilling the requirements of the State Workforce Investment Board as set forth in WIOA – with an emphasis on continuous improvement, alignment and coordination. Council members representing government agencies and community organizations who are required partners under WIOA shall participate in the One-Stop Committee. These members may also participate in additional committees as appointed by the Chairperson.

SECTION C. Committees of the Council will advise and submit recommendations to the full Council. Recommendations from committees shall be placed on a consent agenda. Any Council member who wishes to remove an item from the consent agenda may request that the item be placed on the agenda for full discussion.

SECTION D. All rules that apply to the Council shall also apply to the Committees of the Council.

ARTICLE X

AMENDMENT TO BYLAWS

SECTION A. These bylaws may be amended or repealed at any regular meeting of the Council by a two-thirds vote, provided that copies of such amendments shall have been submitted in writing to each member at least seven (7) days before they are proposed.

SECTION B. These bylaws and all amendments to them are subject to the approval of the Governor.

July 11, 2019

Chairman Clark and Members of the Workforce Development Council,

This week the Department of Labor announced a restructuring of how we deliver services, including Workforce Innovation and Opportunity Act (WIOA).

This new service delivery model gives us a real opportunity to better reach our clients while still adapting to meet the department's current fiscal challenges.

It is not news to you that the department's federal funding has declined by 47% over the last decade, with further cuts announced for the coming year. In addition, our local offices were not in compliance with updated ADA accessibility criteria as required by the Certification Policy passed by the Council, and under WIOA.

At the same time, we are working to become more cost-effective in order to be competitive for the upcoming bid for the WIOA contract. Losing out on that bid would result in a catastrophic loss of funding for local office operations.

The Department has found a way to fulfill our important mission while meeting these challenges. This new model works because we are investing in our people, not in places.

The model also meets the reorganizational standards we set to protect our team. The model:

- Retains current Idaho Department of Labor personnel
- Offers options for personnel to retain current pay without moving or other hardship
- Ensures continued service for rural areas

It also meets our goal of achieving greater consistency across the state and addresses the need to increase UI resources in the field.

New Service Delivery and Organizational Model

On September 30, 2019, we will have fully transitioned to our new One-Stop Model, including providing remote service delivery.

- The six Comprehensive One-Stop Centers are located in Post Falls, Lewiston, Caldwell, Twin Falls, Pocatello, and Idaho Falls.
- The five Affiliate One-Stop Centers are located in Sandpoint, Orofino, Boise, Burley and Salmon. These will be led by Affiliate One-Stop Managers.
- Those currently located in Bonners Ferry, Kellogg, St. Maries, Moscow, Grangeville, McCall, Emmett, Payette, Mountain Home, Hailey, Soda Springs, Blackfoot and Rexburg will provide services in rural communities with office hours and appointments held in partner locations. Staff will be able to remain in their communities and provide service there and in other rural communities
- Staff in Meridian will move to Boise. Meridian, and other Treasure Valley locations, will also be served with remote office hours and appointments.

Remote Service Delivery

Staff providing remote service delivery will hold office hours and appointments in numerous communities in their region. Community partners such as libraries, state agencies, cities, counties, federal agencies, non-profit agencies and others will be utilized as locations. This model is more resilient to volatile changes in funding from federal programs and, since these locations are not subject to the same requirements as Department of Labor offices, it eliminates compliance issues such as current ADA regulations that can disqualify nearly all buildings in some Idaho towns.

Regular, well-advertised office hours and locations will provide access for walk-in customers needing computer access to file UI claims or perform a job search, or to talk to a career planner. Appointment times will be utilized for RESEA interviews, providing WIOA services, and outreach. We will be providing the same level of service and performing the same job, but we will be doing it in a different location. In addition, UI is now available to take claims over the phone without any preconditions. We are also placing a UI Navigator in each Comprehensive One-Stop as a resource for unemployment questions.

If you have any questions or would like more information, please do not hesitate to contact me.

Jani Revier | Director
Director's Office
Idaho Department of Labor
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WIOA State Plan
Public Input Process – Updated July 11, 2019

Date	Timeframe	Location
July 15	Late Afternoon	Hailey
July 16	Morning	Twin Falls
July 17-18	All day	Pocatello – Council Meeting Activities
July 19	Morning	Fort Hall
July 30	Morning	Caldwell
July 30	Early Afternoon	Payette
July 31	Early Afternoon	Boise
August 13	Afternoon	Salmon
August 14	Morning	Rexburg or St. Anthony
August 15	Morning	Preston or Malad
September 9	Early Afternoon	Coeur d'Alene
September 10	Morning	Bonn timers Ferry
September 11	Morning	Plummer/Worley
September 12	Morning	Lewiston
September 12	Afternoon	Cottonwood or Grangeville
September 13	Morning	McCall/Donnelly/Cascade