

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

WORKFORCE DEVELOPMENT COUNCIL AGENDA

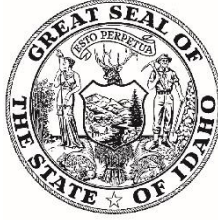
*Action Required

8:00 – 8:15 am	Welcome <ul style="list-style-type: none">• Roll Call• *Review/Approve Agenda• *Approve Minutes from January 10, 2019 Meeting	Trent Clark, Chair
8:15 – 8:30 am	Micron Welcome	Steinar Hjelle
8:30 – 10:30 am	Strategic Planning <ul style="list-style-type: none">• Principles• Brand• Strategies• Mission• Vision	Dave Hill
10:30 – 10:45 am	Break	
10:45 – 12:00 pm	Committee Breakouts – Objectives & Tactics	Committee Chairs
12:00 – 12:45 pm	Lunch <ul style="list-style-type: none">• Next Steps Progress Report	Casey Bender, Strategies 360
12:45 – 2:15 pm	Micron Tour	Steinar Hjelle & Laurie Anderson
2:15 – 3:30 pm	Business Items: <ul style="list-style-type: none">• Executive Committee Report• Executive Director & Financial Update	Trent Clark, Chair Wendi Secrist
	Policy Recommendations: <ul style="list-style-type: none">• *WDTF Employer Grant Policy and Scoring Matrix	B.J. Swanson/Wendi Secrist

- *Eligible Training Provider Appendix A – “In-Demand Occupations”
- *WIOA Service Provider Selection Policy and Extension of Existing Contracts

3:30 – 3:45 pm	Break	
3:45 – 4:45 pm	Review and Prioritize Committee Objectives & Tactics	Committee Chairs
4:45 – 5:00 pm	Chair’s Closing Remarks & Adjourn	Trent Clark, Chair

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GOVERNOR



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Chair
B. J. Swanson
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WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Meeting Minutes

Date: Thursday, January 10, 2019
Time: 8:30 a.m. – 5:00 p.m. (Mountain Time)
Location: The Riverside Hotel
2900 W. Chinden Blvd.
Boise, ID 83714

Meeting Conducted By: Trent Clark, Chairman

Attendees: Trent Clark, B.J. Swanson, Shelli Bardsley, Elli Brown, Donna Butler, Linda Clark, Brian Cox, Jane Donnellan, Audrey Fletcher, Dave Hannah, Marie Hattaway, Angela Hemingway, Steinar Hjelle, Deni Hoehne, Dwight Johnson, Tom Kealey, Kelly Kolb, Kate Lenz, Joe Maloney, Jeff McCray, Bret Moffett, Jan Nielsen, Jani Revier, Angelique Rood, Todd Schwarz, John Smith, Jeff Greene (proxy for Heather Sprague), Michelle Stennett, Scott Syme, Matt Van Vleet, Steve Widmyer, Kenneth Wiesmore, Lori Wolff, Travis Woolsey, ~~Matthew Wrobel, 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 8:33 am

Welcome & Introductions

Chairman Clark welcomed everyone. Each council member introduced themselves.

Roll Call – quorum met

***Review/Approve Agenda**

No changes to the agenda.

The agenda was approved

***Approve Minutes from October 24, 2018 Meeting**

Motion by Mr. Johnson to approve the minutes as written. Second by Dr. Clark. Motion carried.

Financial Report

Ms. Secrist reviewed the financial report.

IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL REPORT AS OF DECEMBER 31, 2018

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$ 338,593.04	\$ 160,887.47	47.5%	\$ 177,705.57
Benefits	\$ 133,106.96	\$ 57,442.39	43.2%	\$ 75,664.57
PERSONNEL	\$ 471,700.00	\$ 218,329.86	46.3%	\$ 253,370.14
Administrative Services & Supplies	\$ 5,171.00	\$ 2,480.49	48.0%	\$ 2,690.51
Communication Costs	\$ 7,500.00	\$ 1,378.12	18.4%	\$ 6,121.88
Computer Services & Supplies	\$ 22,100.00	\$ 7,799.89	35.3%	\$ 14,300.11
Employee Development Costs	\$ 8,500.00	\$ 7,899.09	92.9% ¹	\$ 600.91
Employee Travel Costs	\$ 46,000.00	\$ 10,348.51	22.5%	\$ 35,651.49
General & Professional Services	\$ 377,200.00	\$ 117,604.02	31.2%	\$ 259,595.98
Miscellaneous Expenditures	\$ 47,629.00	\$ 11,383.69	23.9%	\$ 36,245.31
Rentals & Operating Leases	\$ 4,200.00	\$ 2,471.70	58.9%	\$ 1,728.30
Repair & Maintenance Services & Supplies	\$ 1,600.00	\$ 2,599.82	162.5%	\$ (999.82)
OPERATING	\$ 519,900.00	\$ 163,965.33	31.5%	\$ 355,934.67
Grand Total	\$ 991,600.00	\$ 382,295.19	38.6%	\$ 609,304.81
		% OF YR ELAPSED	50.0%	
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (REIMBURSEMENTS)	\$ 7,561,500.00	\$ 1,815,316.20	24.0%	\$ 6,961,687.41

WDTF Financial Summary	
WDTF Cash Balance 01/02/19	\$17,784,777.34
Obligated Employer Grants	\$6,583,997.28
Obligated Industry Sector Grants	\$1,492,441.50
Obligated Innovation Grants	\$45,259.15
FY 19 WDTF Admin Costs	\$519,043.71
WDTF Obligated Balance	\$8,640,741.64
Unobligated Balance	\$9,144,035.70
Proposals Under Review	\$1,883,392.78
Unobligated Balance if all funded	\$7,260,642.92

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.

*2019 Legislative Priorities

The Legislative Priorities document was distributed to the Council members. Please see attached document.

The objective of this discussion is to finalize the document and define the level of support the Council should provide to the initiatives. This could be a letter of support, in-person testimony or whatever else the Council is comfortable with.

Mr. Johnson reviewed the Idaho Career & Technical Education Legislative Priorities:

- The Program Alignment Initiative is to promote horizontal alignment and program portability.
- A question was asked - is the Nuclear Energy Workforce initiative related to the Sector Grant that was reviewed by the Council?

- The sector grant is directly related. The Sector Grant was used to start up the program and the funding listed is to keep that program up and running. There is a nice dynamic being established with the Workforce Development Training Funds being able to start up the programs while permanent funding works its way through the traditional budget process.
- The State Board has expressed that they are supportive of these initiatives and will be actively involved in them.

Ms. Revier reviewed the Idaho Department of Labor Legislative Priorities.

- A question was asked - is this spending authority to support an additional 150 students at the community colleges or at one community colleges? It is not clear how many students will be served for the \$4.5 million grant.
 - It will start with 150 at CWI. It is a 3-year ramp up. In years 2 and 3 it will double in size but other institutions will be engaged.

Dr. Clark reviewed the Idaho State Board of Education Legislative Priorities.

- The Board feels that the Opportunity Scholarships are important tools to meeting the education goals of the State of Idaho.
- The Legislature over the past year have also increased the amount of funding for career advising which is an integral part of getting people to apply for the opportunity scholarships and moving them into postsecondary education.

Ms. Whitney reviewed the Idaho Department of Education Legislative Priorities.

- Governor Little recommended that the funding for literacy be doubled which does not appear on this list.
 - The Council would like literacy funding to be added to the list of Legislative Priorities.
- Half of the graduating seniors (2017) took advanced opportunity courses.
- The Governor has also recommended that starting teacher pay be no less than \$40,000 a year.
- Are both the teacher pay and the master teacher initiatives be available to CTE teachers?
 - Yes, they will be available to CTE teachers.

The Council feels that it is important to have the State Department of Education on the Council. Chairman Clark and Ms. Secrist will have a discussion with the Governor about this.

Ms. Secrist talked through the Idaho Bureau of Occupational Licenses Legislative Priorities

- Is there a possibility that we could expand beyond support for this specific initiative? Is there a way to craft language to show support for the initiative to streamline occupational licenses?
 - Mr. Schwarz offered to help draft language to broaden this support. This is to help encourage collaboration outside of just water and wastewater apprenticeships.
 - We could craft our statement to support the executive order and then call out water and wastewater specifically.

The STEM Action center has an initiative going before legislature for \$1 million to support their computer science programs. The Council would like to add this to the list.

Motion by Ms. Hemingway to add the STEM Action Center \$1 million initiative to support computer science programs to the Legislative Priorities Document. Second by Ms. Swanson. Motion carried.

Motion by Ms. Revier to add the Governor's Literacy initiative to expand the literacy programs in grades K-3 to the Legislative Priorities Document. Second Mr. Cox. Motion carried.

Motion by Mr. Schwarz to add language to the Idaho Bureau Occupational Licensing section that conveys support to streamline and/or align occupational licenses more broadly. Second by Mr. Johnson.

Should this be a priority of this council based on our limited ability to influence on licensing?

- What should our role be in this?
 - Perhaps we should limit our support to initiatives that are industry led.
 - There is no specific legislative action needed for 2019 so maybe it is more of a broad statement of support rather than a legislative priority.
- We also need to be careful that we are not perceived as interfering with the business of the Licensing Boards/Bureau of Occupational Licensing.
- Since this document is specific to 2019 Legislative Initiatives perhaps staff can work with Administrator Packer to solidify a collaborative relationship where the council will provide support to employer-led changes in licensing.

Mr. Schwarz has withdrawn the motion. Mr. Johnson agrees with the withdrawal.

Motion by Mr. McCray that we endorse the listed initiatives with the additions discussed above, pending approval from the Governor's Office, and direct staff to engage as necessary. Second by Ms. Fletcher. Motion carried.

Break: 10:00 am – 10:15 am

Executive Director Report

1. Ms. Secrist briefly reviewed the Committee Reports. Please see attached Committee Reports.
2. Ms. Secrist shared the Press release on the Job Corps Demonstration Project. Please see attached Press Release.
 - This project will transition over the next 6 months. The bulk of the funding becomes available on July 1. Part of the startup funding will allow us to visit a program in Iowa to see how it is functioning.
 - The WDC's role is to reach out to help with the employer outreach. This Job Corps program will focus on work-based learning. It would be great to be able to offer Apprenticeships, Internships, or STRAP to all participants. We are in an advisory role on this project.
 - Most of the building and construction trades have a direct entry program for anyone who has completed the Job Corps program.
3. Ms. Secrist showed a video on the AGC Construction Project (We Build Idaho).
 - This has been a great opportunity for AGC, the Council, the Colleges, and other recruiting partners to develop a model of collaboration.

- The first program launch is in Twin Falls at the College of Southern Idaho in February.
 - In March the program will launch in the Treasure Valley at CWI.
 - Idaho has also been awarded funds to help attract people into the highway industry. We have the opportunity to recruit individuals from many different places. The AGC Construction course will be integrated into the pathway for this highway industry. We are going to be integrating into the surveys of those impacted by this project to see what skills and training they have and if they are interested in these types of jobs. We are going to also be working with CWI's Adult Education program to see how they can support a path to this industry for individuals who need math and English literacy to participate.
 - Ms. Secrist reviewed a flow chart showing the I-84 Construction Recruiting/Training Pipeline. Please see attached chart.
 - Ms. Secrist and Wayne Hammond (AGC) have been asked to present this at the national AGC conference in Denver.
4. Ms. Secrist shared a flier that the Idaho Rural Water Association and Department of Labor created about the water/wastewater apprenticeship program. Please see attached flier.
 5. Ms. Secrist shared a pamphlet on the Skill Bridge program. Please see attached pamphlet.
 - This is going to be an amazing opportunity for industry to connect with those serving in the military.
 - Micron has been doing this program for a few years in Virginia and it has been very successful. Micron has had a few conversations about getting this started in Idaho as well.
 - Ms. Secrist has asked the Council to identify if their businesses would be interested in participating in these discussions/program.
 - CTE has been working on a troop to teachers program that occupationally certifies them to be CTE teachers. This is a pipeline we need to continue to focus on.
 - If the employer requires some sort of industry credential, the military will pay for them to get this credential within six months of their separation.
 - Another opportunity is to look at licensing fees - it would not cost the state much to waive initial licensure fees for those coming out of the military.
 6. We are partnering with the STEM Action Center to launch the teacher externship program this summer. Ms. Secrist and Ms. Hemingway have committed to pilot with 10 teachers and businesses.

Would it be better for the STEM Action Center to give the business the funds to pay the stipend for the teacher or for the STEM Action Center to pay the stipend directly?

- Consensus from the employers on the Council is to offer to pay the stipend directly from the STEM Action Center.
- Businesses have had trouble connecting with teachers. It will be great to see how those connections can be developed.
 - Idaho Association of School Administrators would be a great connection to help find the teachers.

We want this to be a two-way exchange where teachers are learning about how industry works. They can then bring this back to the classroom and integrate real-world problems into their

curriculum. This may also help teachers gain the experience they need to become certified as CTE teachers.

One of the goals of the program is to have the teachers create lesson plans based on what they learned and bring that back to share with other teachers. Additionally, we would like the teachers to have the opportunity to talk with HR in the companies to find out the specific workforce needs of each company and be able to take that back as well.

7. Ms. Secrist shared the summary of the problem-solving activity from the October meeting. Please see attached summary.
8. Ms. Secrist provided an update on the Ad Hoc Committee appointed to develop a WIOA Service Provider Selection policy. The Governor wants to ensure that we have enough time to work with legal counsel and implement a well-designed procurement process. He recommends that we use the time between now and the April meeting to develop the policy and then extend the existing contracts for a period of time to ensure that process is carried out appropriately and effectively.

After this meeting the WDC staff will send out a survey asking about their experience with the WDC over the past year.

Economic Forecast

Craig Shaul gave a presentation on the 2019 Economic Forecast. Please see attached presentation.

Is the job growth rate ever limited by workforce supply?

- Yes, but it is complicated. It will be different for each industry, employer, and the skill sets that employers are looking for. There have been instances where a business cannot enter into a contract because they know they do not have the workforce to support it.

What would be the ideal sweet spot for an unemployment rate?

- Yes. Generally, 5% national is the rule of thumb for economists. Idaho's is probably just a little bit above 4%.

What is driving the reduction of the hospitality industry?

- A lot of the hotel projects that were ramped up over the past few years have been completed so the growth is slowing.
- It could also be the lack of affordable housing. The industry is having a hard time finding workers that can afford to live in resort communities.

Which are considered urban counties?

- There are 9 urban counties in Idaho. Labor does not use the Census Bureau's definition of urban.

Are remote workers or long term contracted workers counted?

- Oregon is looking at how to do this type of reporting. Labor does not currently have this type of data for Idaho.

Is the data that is provided on in-demand jobs granular enough to make decisions on how to invest in workforce training?

- It does go down to the occupational level by county. The real-time component is provided by a third-party entity and is based on job postings. Is this enough to focus the resources? It could be used that way.

Governor's Workforce Development Priorities

The Governor shared his workforce development priorities with the Council.

He wants to create the best possible opportunities for our kids and grandkids to stay in Idaho. They need to have good jobs and an education system that provides them the skills to get that good job. Most professional fields require education beyond high school. It is important that we plant the seed in the minds of our kids to realize that the days are gone of one job and one skill set your entire life. It is also important to create a business climate in Idaho such that when our kids come back to Idaho there are multiple businesses where they can apply their skills.

The Governor discussed the Job Corps project. The US Secretary of Labor believes that there are opportunities to improve the current Job Corps model nationally. Idaho is the first state charged with seeing if we can improve the outcomes and lower the cost of the Job Corps Program.

An analysis of the College and Career Advising program has been requested by the Legislature. This is being conducted by the State Board of Education. It is important to talk to the counselors and ensure that they are working with the kids to let them know what resources are available to connect them to careers.

Governor Little is going to be appointing a taskforce to look at the investments we are making in education. He would like CTE and the Workforce Development Council to be part of these discussions and part of this taskforce. He believes that CTE needs to be a bigger part of the 60% goal. People need to be able to adapt to the fast-changing pace in Idaho.

The Governor responded to the following questions from Council members:

One area Idaho is deficient is in work-based learning and being able to receive credit for work-based learning. Where does this fit into the Governor's agenda?

- The Governor is supportive of working towards awarding credit for these types of workforce training programs.

There is a struggle with gathering data on illegal immigrants that are moving to Idaho. Can you offer any advice on this?

- This is a difficult thing to accomplish. This is something that needs to be dealt with at the federal level.

How are we going to tackle our broadband issue?

- The Governor has met with the providers and the Department of Commerce has a good template for what needs to be done for broadband. Utah has done well on this issue and is serving as a guide for this project. A committee is going to be put together to figure out whether

we need to have a program for broadband from an incentive standpoint? We want to have competition among the vendors since that will drive the price of this program down. They are also going to make recommendations on access, where switches will be placed, etc.

What do you expect from the Workforce Development Council?

- To hear that the needs of employers are being met. That we have addressed industry's needs, thereby creating opportunities for Idahoans.

Lunch: 12:30 pm – 1:30 pm

Strategic Workforce Priorities

Governor Little has been thinking about workforce issues for years. What were the takeaways from the Governor's speech?

- He reinforced that we need to be listening to find out what businesses need. There is also no cookie cutter approach due to the diversity of the state.
- He is going to do a deep dive into the use of the college and career advising funds.
- The Advanced Opportunities program has grown dramatically and is something to be proud of. There is concern, though, with what college courses high school students are taking. We need to ensure that credits are transferrable. The opportunities for our students are important but we need to make sure that they are getting credit that will move them towards their desired degree/certificate.

Are we moving the direction of what we should be accomplishing? Would the Council like to begin a new strategic planning process at the April meeting?

- It is extremely important for the Council to develop strategic priorities to help guide the education taskforce that the Governor is creating. Now would be an ideal time to create those priorities.
- It is important to develop a mission, vision, and values for our new Council. This would be a good place to start. The previous iterations can be modernized to meet the needs of today.
- It is a statutory requirement that we have a strategic plan both at the state and federal level.
 - We will be required to submit a new WIOA State Plan in early 2020 to the US Department of Labor.
 - We have to submit a state-level strategic plan every July.
 - Each of these have their own templates/required formats. It may be better for us to develop our plan and then let the information flow into those templates.
- This needs to be an action oriented plan.

The Council agrees that the April meeting should be dedicated to creating a strategic plan.

One of the most compelling pieces of information that was presented to the Workforce Development Task Force was the document that provided the complete scope of funds dedicated to the workforce system. It is divided between 8 agencies and 24 different programs. The Workforce Training Fund was noted as the most flexible of the funds; however, this is a small fund. It is about \$4 million of the \$161 million in state and federal funds. The Council is responsible for coordinating this whole system, not just to administer the training fund.

Chairman Clark shared the Executive Committee's perspective on the roles and responsibilities of the Council with respect to the Workforce Development Training Fund. It became clear at the October meeting that if we spent the majority of our quarterly time together reviewing workforce training fund grants we would not have time for the important strategic workforce development that we are tasked with. In addition, we need to have a legally defensible process on how we make decision on awarding WDTFs and there is concern that some proposals come to the full Council for final approval while others go to the Executive Committee. It becomes problematic when we are reviewing grants at the council meeting when people are missing, proxies are filling in for people, etc. When asked by Governor Otter to take over responsibility for the WDTF, one of his concerns was that the decision making remain nimble and responsive to community and business needs. This means that we have to have a process that allows approvals between our quarterly meetings.

The Executive Committee believes the goal of the Workforce Development Council is to be focused on broad state workforce efforts, and the WDTF is just one piece of that. The Council needs to set clear guidance for the Grant Review Committee for Workforce Development Training Fund Grants. The recommendation from the Executive Committee is to make the Grant Review Committee the primary decision maker on Workforce Development Training Fund Grants. Their recommendations would then go to the Executive Committee to provide a "quality control check" to ensure the Grant Review Committee applied the policies that are set by the Council. The offer is open for any Council member to serve on the Grant Review Committee as it is important to have those who are passionate about the WDTF involved in the decision making.

The Executive Committee is also asking the Governor to amend the Executive Order to add a representative of organized labor to the Executive Committee. There was previously a seat on the Executive Committee for a representative and we think it is important to restore it.

There is also concern with self-dealing/conflicts of interest. The question is how do we maintain transparency in grant making if a Council member's company or organization decides to apply for a grant. This issue was discussed with the Governor and he agrees that it is problematic to exclude any member based on the possibility that they may pursue a grant. However, we do need to be firm in our conflict of interest policy to ensure that members recuse themselves from any decisions that benefit them or their organization. The Governor said that he would consider increasing the requirements around conflict of interest if the full Council asks him to do so. We also need to remember that grants are just a small part of this Council and it is important to have members representing diverse interests.

Members expressed their views including that we consider asking members to resign if their company decides to apply for a grant.

- The company would just be choosing for that 3-year term to not apply for a grant and do what is best for Idaho. It means going forward that we should take the stand that we have set a high ethical standard. The Governor appoints all of the private businesses to the council. There could be a perception that they were appointed just to give their company grant funds. Council members should be here to serve the state, not for the betterment of their company.
- It is important to ensure that there is a high ethical standard set for our council members.
- Would community colleges not be eligible for grants as well?
 - No, they are getting grant funds for a broad spectrum of employers. Not just one employer.

- Does the normal practice of recusal not work in this instance?
 - Concerns were raised about the dynamic of not voting against the person sitting next to you.
- This practice would just be for employer grants?
 - That is correct.
- Sometimes the council member is not aware that their company is submitting a grant. How would that play out?
- The Governor tasks the Council with making these decisions. He did not task committees with making these decisions. There is concern with issues coming up later that would make the Council look bad (e.g. funding of building a facility for a college).
 - The CEI Cybersecurity Training grant was clarified to explain that the funds are not being used to purchase the building. CEI is purchasing the building, WDTF is being used to renovate the classrooms and purchase equipment to furnish the classrooms to do the training. The bottom line is that CEI will be training 1,000 individuals under the grant and their gap was the funding for the renovation and equipment. They have access to the curriculum and instructors and will use their money for those aspects of the project.
 - Our policy does not state that those kinds of expenses cannot be funded. Looking back through past grants we have funded curriculum development and equipment in many grants which is also an asset not a direct training.

There is concern that the Executive Committee making the decisions for the full Council.

The grants that would be reviewed could go on a consent agenda for the full council and it would be up to the Council to then ask questions about the grants and if need be make changes to policy.

- Could a monthly electronic vote be taken on these?
- There is still the concern with the consistency of 36 people reviewing these grants.

Previously the Council was tasked with just approving items at each meeting that staff brought them. If we get into the situation of reviewing every grant that comes to the council, we will get back into the habit of rubber stamping things. It would leave no time for the council to actually work on strategic workforce issues.

There can be clearer guidelines for the Grant Review Committee to make these decisions. The Grant Review Committee would like more strict guidelines to ensure they are operating correctly. Once they have clear guidelines then the only role would be for the Executive Committee to ensure that they are following policy. The Policy Committee is working on an update to provide that clarity and it will come to the full council for a vote in April.

- A full discussion of the council on specific grant applications is the wrong time to make a policy change. This could get the council in trouble.

Anyone who is interested can ask Chairman Clark to be appointed to the Grant Review Committee.

Motion by Commissioner Smith that, consistent with state law, funding decisions be made by the full Council and to investigate an electronic voting method for the full council to approve these grants ensuring that the process is consistent and timely. Second by Representative Syme.

Is there a way to expedite the policy updates?

- The Grant Review Committee and Policy Committee are having a discussion today on this issue.

The speed of grant approval is important. California has a board of no more than 10 people who review these types of grants. A council of 36 is too many to have reviewing.

Ms. Swanson opposes the motion on the basis that it will become a cumbersome process for the Council, does not promote consistency in decision making and would keep the Council from strategic work.

The chair called for a voice vote. The results were not clear, so the chair asked for a raise of hands. There were 3 aye votes and 31 nay votes. The motion did not pass.

Chairman Clark will work with Ms. Secrist to create a process for the full council to review grant decisions.

Outreach

The Committee is grappling with how to best allocate our resources to support the Task Force recommendation of “Public Engagement & Outreach”. The legislature gave us the responsibility for this but did not tell us how. It is our responsibility to develop an overreaching outreach strategy and make decisions on where those funds will have the most impact. However, we can’t become paralyzed by what we don’t know – there is low hanging fruit that we can capitalize on now to effect change. As we are doing that we can continue to refine our methods with the data we capture and develop that greater and more sophisticated strategy. Specific initiatives that need our attention immediately are:

- The “hub” which fulfills one of the short-term actions given by the Workforce Development Task Force: “Implement a single platform for career exploration and post-secondary planning” is now underway. This afternoon the Outreach committee will engage in a focus group with Strategies 360 to engage in the process, and make sure the Council’s needs are met. Tomorrow there will be a high-level, all-day session by Strategies 360 involving leadership staff from agencies including the State Board of Education, State Department of Education, Career & Technical Education, Department of Labor, and Workforce Development Council.
- We are in the data collection phase to build a statewide workforce development / career resources map. This includes projects and activities down to the local level – leveraging education and economic development partners. We are simultaneously engaging Strategies 360 to build an interactive asset map that will be shared publicly.
- We are also starting to work on the Employer Toolkit Ms. Secrist mentioned in her director’s report and will develop a complementing Educator Toolkit.

April Council Meeting

The April Council meeting will be moved to April 11 to allow the Council to meet at Micron.

Chair’s Closing Remarks

Members should adjourn to their committee meeting and the full council will not reconvene.

Motion by Mr. Woolsey to adjourn. Second by Ms. Fletcher. Motion carried.

Adjourned at 2:55 pm.

Committee Reports

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Labor Market Information Tool	Reviewed Department of Labor's online resource for In-Demand Occupations in Idaho. The tool can be used to sort occupations based on occupational data including total annual openings, wage, growth and ranking statewide or in a specific region.
January 10, 2019	Industry Recognized Apprenticeship Program Update	The US Department of Labor is in the process of finalizing the Industry Recognized Apprenticeship Program (IRAP). A working program should be in place by late 2019 or early 2020. The committee sees IRAP as a program that could be adopted by employers who are not planning on implementing a registered apprenticeship but still see the value in developing a formalized training model.
January 10, 2019	Developing School to Registered Apprenticeship Programs	Dennis Technical Education Center (CTE High School) in Boise is in the process of making STRAP available for all their programs but has struggled with industry involvement. The Apprenticeship Committee is collaborating with the Outreach Committee on a targeted outreach plan to help all schools in Idaho with engaging employers in STRAP.
January 10, 2019	Leveraging WIOA for Apprenticeship Discussion	The Workforce Innovation and Opportunity Act has funding that can be used to help apprentices and employers. The Idaho Department of Labor is looking at how the funds can be leveraged to work with industry associations such as Idaho Rural Water Association and Idaho AGC to develop a trained workforce.
January 10, 2019	Post-Secondary Education Alignment Cohort Update	The Idaho Department of Labor along with the College of Western Idaho, Dennis Technical and the Workforce Development Council participated on a multi-state Innovation Cohort that focused on State Apprenticeship Expansion of Post-Secondary Apprenticeships. The cohort ended in March with progress made on a statewide strategy for identifying employer's needs, key partners, and goals for aligning with education.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Registered Apprenticeship College Consortium (RACC) Update	Over the last several month CSI has worked with Idaho Power to develop the Lineman Apprenticeship Program. The program is close to being approved. To help facilitate more involvement by education/ industry in the RACC, the Apprenticeship Committee is working with CTE to host a call with Ivy Technical College in Indiana to learn how they expanded apprenticeship opportunities.
January 23, 2019	Workforce Development Training Fund Apprenticeship Committee Policy Recommendation	During the October Council meeting it was discussed whether the Council should provide grants to companies who are not utilizing registered apprenticeship or industry recognized programs. The funding model used for scoring employer grants takes into consideration the type of training. The Apprenticeship Committee agrees that companies should be offered preferential scoring if the training is part of a registered apprenticeship or offers industry recognized credentials. No additional action was taken on this issue by the Apprenticeship Committee.
February 27, 2019	Private Sector Interest in Apprenticeship to College Degree Follow Up	CSI has been working with Idaho Power on mapping the Lineman program curriculum to degree requirements. Last week the registrar approved the proposal and it has been sent to the curriculum committee. The goal is to create this program to then replicate the model for other programs. Private sector members of the committee are planning to reach out to other companies to gauge interest in developing similar pathways for their apprenticeship programs.
March 27, 2019	April 11th Council Meeting Committee Breakout	At the next council meeting Dave Hill will be leading the Council through a strategic planning session. There will be an opportunity to break-out into committees to dive deeper into how the Apprenticeship Committee supports the goals set by the Governor and the strategies developed by the Council.
March 27, 2019	April Committee Meeting	The Chair requested a 3-hour meeting on April 24th. The meeting will consist of a 90 minutes Q&A with Ivy Tech, a 20-30-minute call with a student who has completed the program and 60 minutes to follow-up on the strategic planning session from the April 11th Council meeting.

Apprenticeship Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 27, 2019	Outreach Plan Presentation	The Apprenticeship Committee has developed its plan for outreach at the last 4 meetings. The three main goals include increasing awareness, level of integration with partners, and building messaging into NextSteps branding. Ms. Solace presented a draft outreach plan based on the discussions. The goal is to create a proposal to take to the Outreach Committee.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 9, 2019	College of Eastern Idaho Industry Sector Grant	Approved \$750,000 to renovate and furnish facility for broad academic and workforce training cybersecurity programs that will train 1,000 individuals over the 3-year grant period.
January 9, 2019	Unitech Employer Grant	Approved \$822,337 to train 206 new employees and retrain 215 existing employees.
January 9, 2019	Idaho Milk Employer Grant	Approved \$110,987.75 to train 34 new employees and 3 existing employees.
January 9, 2019	NewCold Employer Grant	Approved \$139,930 to train 70 new employees.
January 9, 2019	Aviation Specialty Unlimited Employer Grant	Approved \$60,138 to train 10 new employees and retrain 10 existing employees.
February 14, 2019	CEI Cybersecurity Grant Update	Discussed changes to the CEI grant based on CEI's negotiations for the proposed cybersecurity facility. Committee asked Ms. Secrist to brief the Grant Review Committee and seek their guidance.
February 14, 2019	ITD Partnership - Highway Construction Update	Shared approval of \$75,000 grant to ITD for highway construction workforce training.
February 14, 2019	Strategic Planning for April Meeting	Discussed approach for strategic planning for April 11 Council meeting
February 14, 2019	Conflict of Interest Policy - Potential Update to Policy	Developed questions for Attorney General's review of the existing conflict of interest policy.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 14, 2019	Governor's "Our Kids, Idaho's Future" Task Force	Discussed WDC's role in participating on/presenting to new task force when appointed.
February 14, 2019	College & Career Advising Evaluation	High level review of the results of the College & Career Advising Evaluation Report from Boise State. Key take-away is that it is too early to measure progress.
February 14, 2019	Legislative Priorities	Provided update on testimony to committees and new Advanced Opportunities bill that would support School-to-Registered Apprenticeship.
February 14, 2019	Teacher Externship Program	Have 11 business sponsors - application for teachers is opening on Feb 15.
March 14, 2019	Paylocity Employer Grant	Approved \$231,884 to train 116 new employees pending repayment of funds owed from previous grant.
March 14, 2019	Idaho Digital Learning Innovation Grant	Approved \$25,000 to develop soft skills course for online delivery to high schools and adults statewide.
March 14, 2019	Magic Valley Quality Milk Employer Grant	Approved \$46,723.02 to train 20 new employees.
March 14, 2019	City of Twin Falls Innovation Grant	Approved \$3,300 to support the Construction Combine event in Twin Falls.
March 14, 2019	Conflict of Interest Opinion from Deputy Attorney General	Reviewed AG's opinion on the Council's conflict of interest policy - she felt the existing policy was strong and appropriate and did not recommend changes. She did recommend that committee members also sign the policy.
March 14, 2019	Review Draft Agenda for April Council Meeting	Reviewed first draft of agenda for April strategic planning and possible need for bylaws update depending on if/when Governor updates the Executive Order for the Council.
March 14, 2019	Western Pathway Conference	Discussed attendance at Western Pathways Conference in Portland from May 8-10. Greg Wilson from the Governor's office is planning to attend along with Ms. Secrist and Ms. Solace. Mr. McCray may be on a panel to discuss the Machine Operator Apprenticeship Program.

Executive Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 14, 2019	Brainstorm Small Outreach Project Funding	Deferred to next meeting.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Grant Review Committee Perspective on WDTF Policy	The Chair of the Grant Review Committee provided examples for the Policy Committee to consider as they refine the WDTF policy.
January 10, 2019	Labor Market Information Tool	A new tool that allows filtering of in-demand occupations was discussed - it should be available by February 1.
January 10, 2019	Scoring Matrix for Employer Grants	Reviewed existing scoring matrix and discussed possible changes.
January 10, 2019	Innovation and Sector Grant Scoring Rubric	Discussed need to create scoring rubrics for innovation and sector grants.
February 26, 2019	College of Eastern Idaho Update	The purchase of the building that CEI was looking at has fallen through. There were significant structural issues with the building and the owner did not want to come down in price. They have approval from their trustees to present a lease with an option to buy another facility that would provide additional space for cybersecurity programs and their workforce training center. Grant funds would only support the cybersecurity programs as planned.
February 26, 2019	Paylocity Employer Grant	Recommended approval of \$231,884 to train 116 new employees. The Committee did not recommend funding for the retraining of 224 employees as requested.
February 26, 2019	Idaho Digital Learning Innovation Grant	Recommended approval of \$25,000 to develop online soft/professional skills course that will serve approximately 5,000 individuals.
February 26, 2019	Magic Valley Quality Milk Employer Grant	Recommended approval of \$46,723.02 to train 20 individuals.
February 26, 2019	City of Twin Falls Innovation Grant	Recommended approval of \$3,300 to serve 60 individuals in a construction training project.

Grant Review Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 26, 2019	Debrief on Joint Policy and Grant Review Committee Meeting	An update was provided on the direction the Policy Committee is taking following the joint meeting in January.
March 26, 2019	Develop Scoring/Rubrics for Sector and Innovation Grants	Scoring rubrics for Sector and Innovation Grants were discussed and adopted for immediate use. Changes may be made to the rubrics as they are tested in the grant review process.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Review ADA Assessment Summaries	Reviewed the physical ADA assessments for Regions 1, 2 and 3 for comprehensive and affiliate centers.
January 10, 2019	One-Stop Certification Policy Revision Discussion	Discussed next steps in reviewing the self-assessments and how the information from Mr. Butikofer's in-person visit will be used to make decisions on certification.
January 10, 2019	Update on WIOA Advisory Group Activities	The WIOA Advisory Group Chair provided an update on the progress of the committee on common intake and business engagement.
January 10, 2019	Business Engagement	A draft "One-Stop" flyer for employers and job seekers was reviewed.
February 20, 2019	Status Update on Programmatic Accessibility Assessments	Programmatic assessments have been completed for the comprehensive and affiliate centers and are being summarized for the Committee.
February 20, 2019	One-Stop Certification Reviews	Mr. Butikofer reviewed the Region 6 site visit reports. Committee granted provisional certification to the Idaho Falls Comprehensive Center and the Salmon and Rexburg Affiliate Centers.
February 20, 2019	Business Services Brochure	Reviewed purpose and audience for employer and job seeker flyers.
February 20, 2019	Discuss One-Stop Certification Policy Updates	The One-Stop Certification Policy will need to be updated by April 2020. The Committee agreed to prioritize the updates now, while the process is still fresh, rather than waiting until later in the year.

One-Stop Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 12, 2019	AJC Certification Policy Review and Update	The Committee provided guidance to staff on items to incorporate in the revised policy. A draft will be presented in April or May.
March 12, 2019	WIOA State Planning Process	Ms. Secrist shared her desire to open the State Plan in April/May so that public input can guide a corresponding RFP process for service providers. She will provide a draft timeline/process at the April meeting.
March 12, 2019	Prep for April One-Stop Committee Meeting with USDOL Evaluators	Ms. McMahan shared that Idaho was chosen for a site visit by evaluators on behalf of the USDOL. They will join the April committee meeting and will be requesting additional meetings with partners.
March 12, 2019	Relationship Between One-Stop Committee & WIOA Advisory Group	The relationship between the two committees was discussed including purpose, priorities and process for bringing recommendations to the committee and the Council.
March 12, 2019	One-Stop System Brochures	Final draft brochures were shared and the strategy for disseminating the employer flyers through the economic development community and the job-seeker flyers through legislators and the libraries was shared.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	STEM Action Center Outreach Project	The committee approved \$25,000 to support 5-week summer externships for educators.
January 10, 2019	Next Steps Project Activity	The staff from Strategies 360 led the Outreach committee through exercises to define audience priorities for the Next Steps "hub" project.
February 6, 2019	Lewis-Clark State College Outreach Project	The committee approved \$35,000 to support outreach efforts for their new Adult Learning Program.
February 6, 2019	Regional Summits Outreach Project	The committee approved up to \$10,000 to support the regional summit follow-ups to The Age of Agility.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
February 6, 2019	Regional CTE Outreach Outreach Project	The committee approved up to \$25,000 to support the creation of CTE recruiting materials in the districts that participated in the AdvanceCTE grant.
February 6, 2019	WDC Outreach Strategy	The committee received an update via email on Outreach efforts: Advance CTE grant, Asset Mapping, Next Steps, LEADER, etc.
February 6, 2019	Grants Outreach Strategy	The committee discussed the creation of materials to help the council and others spread the word about the grants programs.
February 6, 2019	Regional Summits Update	The committee received an update about the progress for each of the regional summit follow-ups to The Age of Agility.
February 6, 2019	Asset Mapping Project Update	The committee received an update via email regarding the project to create an asset map of career resources throughout the state.
March 6, 2019	WDC Economic Development Professional Outreach Outreach Project	The committee approved \$30,300 to host a series of summits for the Economic Development Professionals throughout the state to engage them in workforce development projects.
March 6, 2019	WDC - Interim Statewide Outreach Outreach Project	The committee provided input on development of a campaign that would allow the WDC to connect Idahoans with training for in-demand careers in the interim leading up to the release of Next Steps.
March 6, 2019	ICTE - REACH Guidance Track Outreach Project	The committee approved \$25,000 to support scholarships for counselors and advisors to attend the CTE REACH guidance track.
March 6, 2019	Idaho Youth Ranch - Youthworks Outreach Project	The committee approved \$26,292 to support the expansion of Idaho Youth Ranch Youthworks program which provides job training for higher risk students.
March 6, 2019	University of Idaho - Go-On Program Outreach Project	The committee did not approve \$112,798.60 to support Idaho Go-on Program by University of Idaho Career Services.
March 6, 2019	WDC Outreach Update	The committee received an update on the asset mapping collection, the CTE recruitment materials, and toolkit collection.

Outreach Committee Report		
Date of Meeting	Agenda Item	Overview/Status
March 14, 2019	Silver Valley Economic Development Corp. Outreach Project	The committee approved \$442 to Silver Valley Economic Development to support bussing for students to a career event.
April 3, 2019	Budget Update	Up to \$300,034 of the \$500,000 allocated for the fiscal year has been awarded to Outreach projects.
April 3, 2019	Externships	There is the opportunity for the Outreach committee to approve funding for 10 additional teacher externs with the STEM Action Center for \$50,000 an amended budget will be presented at the May meeting.
April 3, 2019	CTE Program Recruitment	The AdvanceCTE grant that this funding supported is finished, and the grantor has mentioned its success.
April 3, 2019	WDC - Interim Statewide Outreach Outreach Project	The committee approved \$125,000 for the Workforce Development Council to begin a Outreach project to connect Idahoans to in-demand careers. This project will dovetail with the The Next Steps project.
April 3, 2019	RISE (Treasure Valley's Education Partnership) Collaboration for Careers Data Outreach Project	The committee approved \$27,500 to RISE to bring counselors to a workshop to learn about their senior exit survey and provide support to expand the survey around the state.
April 3, 2019	Future Next Steps Update	The committee will receive a formal presentation on April 10 from Strategies 360 about the project's progress. Idaho Public Television will also give a brief presentation on their American Graduate project.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Grant Review Committee Perspective on WDTF Policy	The Chair of the Grant Review Committee provided examples for the Policy Committee to consider as they refine the WDTF policy.
January 10, 2019	Labor Market Information Tool	A new tool that allows filtering of in-demand occupations was discussed - it should be available by February 1.

Workforce Development Policy Committee		
Date of Meeting	Agenda Item	Overview/Status
January 10, 2019	Scoring Matrix for Employer Grants	Reviewed existing scoring matrix and discussed possible changes.
January 10, 2019	Innovation and Sector Grant Scoring Rubric	Discussed need to create scoring rubrics for innovation and sector grants.
February 19, 2019	Draft Scoring Matrix	Reviewed potential changes to scoring model based on feedback from January 10 meeting.
February 19, 2019	Draft Language for Policy on "Expenditures that are not Reimbursable"	Reviewed examples of policies from other states that could be leveraged for Employer Grant policy.
February 19, 2019	In-Demand Occupations - Eligible Training Provider Policy - Appendix A	Reviewed and recommended for the Council an update to "Appendix A" for the Eligible Training Provider Policy that incorporates the new in-demand occupations tool.
February 19, 2019	Next Steps - In-person Meeting in March	Determined that an in-person meeting in March was not necessary based on progress made during meeting.
March 19, 2019	Review Feedback from Public Comments on Eligible Training Provider Policy	Reviewed public comments on the updated "Appendix A". Made a minor update based on feedback and recommended the new version to the Council for approval in April.
March 19, 2019	Review Final Draft WDTF Policy Proposal to Council	Reviewed final changes to Employer Grant policy based on February's discussion. Recommended policy update to the Council for approval in April.
March 19, 2019	Review Final Draft Employer Quantitative Scoring Matrix Proposal to Council	Reviewed final changes to employer grant scoring model based on February's discussion. Recommended policy update to the Council for approval in April.
March 19, 2019	April Council Meeting Preparation	Discussed presentation of the three policy recommendations for the April Council meeting.

WIOA Service Provider Ad Hoc Committee		
Date of Meeting	Agenda Item	Overview/Status
January 3, 2019	Review Draft WIOA Title I Service Provider Selection Policy	Ms. Secrist shared feedback from the Governor's office. The Governor supports providing the committee with additional time to work with legal counsel on developing the policy. He recommends that the existing contracts be extended for a period of time to coordinate with the Attorney General's Office and Division of Purchasing.
March 20, 2019	Review/Discuss Attorney General's Opinion on Service Provider Selection Options	The Deputy Attorney General's opinion on WIOA Title I Service Provider Selection Options was discussed. The committee agreed that open, competitive procurement is necessary for Adult, Dislocated Worker and One-Stop Operator contracts.
March 20, 2019	Finalize Draft WIOA Title I Service Provider Selection Policy	The previously drafted policy was reviewed and aligned to conform with the DAG's opinion. The Committee recommended the policy for approval by the full Council at its April 11 meeting.
March 20, 2019	State Plan and Procurement Process Timeline	A proposed timeline to develop the new WIOA State Plan and conduct the procurement process for service providers was reviewed and discussed. The Committee recommended that the Council approve the extension of the existing contracts for 2 years to allow these processes to be conducted concurrently.
March 20, 2019	Policy Presentation for Full Council Meeting	The committee discussed the presentation of the recommendations to the Council on April 9.

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	\$16,924,635
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.

Workforce Development Training Fund Policy

Adopted xx-xx-xx

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. **The fund is designed to support an employer's innovation of its processes, products and services; and/or the development of new goods or services which will improve the employer's competitive position within the industry.**

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

Health benefit plan does not include:

- policies or certificates of insurance for specific disease,
- hospital confinement indemnity,
- accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,

- student health benefits only coverage issued as a supplemental to liability insurance,
- workers compensation or similar insurance,
- automobile medical payment insurance,
- or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

Exclusions

Temporary and contract positions do not qualify for training reimbursement.

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

Fund Availability

A quantitative funding model is used for validating eligibility and to determine the maximum amount of funding for training per job for new and retained jobs based on several weighted factors. The policy committee will review the quantitative funding model annually. If the applicant has received a WDTF grant previously, past performance will be reviewed and taken into consideration for future awards. Grantees may have only one Workforce Development Training Fund Employer grant open at a time.

Applications

Employer shall provide at a minimum:

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

Reimbursable Expenditures

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

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

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

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

Expenditures that are not reimbursable:

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

Contractual Terms

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

Performance Metrics

The return on investment shall be measured by:

- Number of employees trained.
- Wage gains at one-year post training.
- Employee retention (at the employer who trained them and/or another Idaho employer).
- Capital investment in expansion/technology updates that precipitated the grant.

Outreach Projects

Eligibility

Eligible applicants include:

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

Fund Availability

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

Proposals

Applicants must provide at a minimum:

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

Contractual Terms

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

Performance Metrics

The return on investment shall be measured by:

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

DRAFT

Workforce Development Training Fund - Quantitative Funding Model

Approved xx-xx-xxxx

Input Score	Weights
10	3
WAGES	
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
Total Available 30	
Metric 1	
Wages	

Input Weight	Weights
10	3
EDUCATION and TRAINING	
10	Technical Certificates/Degrees and Registered Apprenticeships
8	Occupational Licenses
6	Industry Certifications & SkillStack Badges
3	Structured On-the-Job Training
Total Available 30	
Metric 2	
Training	

Input Score	Weights
10	1
INDUSTRY ECONOMIC MULTIPLIER	
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
Total Available 10	
Metric 3	
Economic Impact Multiplier	

Input Score	Weights
10	1
COUNTY UNEMPLOYMENT RATE	
%	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
Total Available 10	
Metric 4	
County Unemployment Rate	

Input Score	Weights
10	2
OCCUPATIONAL CONCENTRATIONS TRANSFERABILITY	
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
Total Available 20	
Metric 5	
Occupation Concentrations and Transferability	

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
Total Available 100 Points	

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	Technical Certificates/Degrees and Registered Apprenticeships	<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
8	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).
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.

Appendix A - Idaho Occupations in Demand

Appendix A is updated annually by the Workforce Development Policy Committee in July.

Methodology

The Idaho Department of Labor’s labor market information unit has developed a dynamic web tool that ranks Idaho’s occupations in demand. The methodology uses quantifiable information to comprise the list and is augmented with projected growth and total annual openings, entry level wage information and education and training requirements. The list can be filtered by sub-region of the state, typical education requirement and STEM and/or industry designation.

This list may be found online at: <https://public.tableau.com/profile/idlabor#!/vizhome/In-DemandOccupations/In-DemandOccupations>

To be included on the Eligible Training Provider List, programs of training must lead to one or more of the occupations when the following filters have been applied:

1. The tab must be set to “In-Demand Occupations”.
2. The “Top N Hot Jobs” must be set to 150.
3. The “Area Selection” should be set to region where the training is being provided.
4. The “Typical Education Requirement” should be set such that Bachelor’s degree, Doctoral or professional degree and Master’s degree are not selected.
5. The “Median Hourly” wage must be greater than \$10 per hour.

The screenshot shows the 'In-Demand Occupations' web tool interface. The top navigation bar has three tabs: 'In-Demand Occupations' (circled with 1), 'Hot Jobs', and 'All Occupations'. The main header area displays 'Area: Idaho', 'STEM: All', and 'Industry: All'. On the right side, there are several filter controls: 'Top N Hot Jobs' set to 100 (circled with 2), 'Area Selection' with 'Idaho' selected (circled with 3), and 'Typical Education Requirement' with several options checked, including 'None', 'Associate's degree', 'Bachelor's degree', 'Doctoral or professional degree', 'High school diploma or equivalent', 'Master's degree', 'No formal educational credential', 'Postsecondary nondegree award', and 'Some college, no degree' (circled with 4). The main data table is titled 'In-Demand Occupations' and lists 14 occupations. The 'Hourly Median Wage' column for the first row is circled with 5.

Hot Job Rank	Typical Education Requirement	SOC Code	Title	Hourly Median Wage	Annual Median Wage	Projected Growth Rate	Projected Growth	Annual Exits	Annual Transfers	Annual Change	Total Annual Openings
1	Bachelor's degree	29-1141	Registered Nurses	\$29.90	\$62,190	29.3%	3,885	433	328	386	1,147
2	Bachelor's degree	15-1132	Software Developers, Applicat..	\$38.15	\$79,360	30.2%	612	32	115	61	208
3	Master's degree	29-1171	Nurse Practitioners	\$46.19	\$96,080	35.1%	231	15	22	23	60
4	Master's degree	29-1071	Physician Assistants	\$45.22	\$94,050	32.8%	202	12	25	20	57
5	Bachelor's degree	15-1122	Information Security Analysts	\$41.95	\$87,260	30.3%	156	11	29	16	56
6	High school diploma or equivala..	49-9041	Industrial Machinery Mechanics	\$24.58	\$51,120	23.2%	551	90	137	55	282
7	Bachelor's degree	13-1161	Market Research Analysts an..	\$24.23	\$50,400	27.7%	390	42	110	39	191
8	Doctoral or professional degree	29-1051	Pharmacists	\$56.85	\$118,250	16.7%	261	39	33	26	98
9	Doctoral or professional degree	29-1123	Physical Therapists	\$36.75	\$76,430	26.3%	233	19	21	23	63
10	Bachelor's degree	13-2072	Loan Officers	\$26.13	\$54,350	20.3%	563	74	170	56	300
11	Associate's degree	29-1126	Respiratory Therapists	\$26.48	\$55,070	51.2%	309	18	17	31	66
12	Master's degree	21-1022	Healthcare Social Workers	\$25.65	\$53,360	25.4%	152	24	43	15	82
13	Bachelor's degree	17-2112	Industrial Engineers	\$43.41	\$90,290	15.4%	171	27	49	17	93
14	Master's degree	29-1122	Occupational Therapists	\$35.71	\$74,280	25.4%	108	10	13	11	34

The following “career pathway” programs are approved statewide regardless of where they appear on the regional lists:

- Certified Nurse Assistant
- Related training for Electrical, Plumbing and HVAC apprenticeship programs

WIOA Title I Service Provider Selection Policy

Adopted XX-XX-XXXX

Introduction

The Idaho Workforce Development Council, in its role as Local Workforce Investment Board, is required to select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:

- 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).
- Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
- One-stop operators in accordance with 20 CFR §§678.800 through 678.635.

Goals for WIOA Title I Services

Idaho's one-stop system provides high-quality, responsive services to individuals and employers creating a climate where Idahoans have access to sustainable wage jobs, and employers have access to the skilled talent they need to drive economic growth.

- Access to services is a key driver and while access may look different in rural versus urban environments, the system will support equitable access for all Idahoans and employers.
- The services provided under the one-stop system are communicated broadly and effectively to Idahoans and employers. The system shall specifically engage individuals with barriers to employment including, but not limited to, minorities, persons with disabilities, veterans, individuals in poverty, those with limited English proficiency and/or basic skills.
- Priority is placed on the use of career pathways (including CTE programs of study) and work-based learning to connect Idahoans to high-skill, in-demand careers that provide sustainable wages, adjusted for local markets.
- Performance is measured above and beyond the WIOA primary indicators of performance including, but not limited to:
 - Effective communication to job seekers and employers
 - Cost-effective service delivery
 - Employer engagement and satisfaction
 - Job seeker engagement and satisfaction

Procurement Methodology

The Idaho Workforce Development Council, in its role as Local Workforce Investment Board, shall competitively procure contracts for the delivery of WIOA Title I Adult, Dislocated Worker, Youth, and One-Stop Operator services in alignment with the Goals listed above. To minimize administrative overhead and maximize funding for participants, the Council prefers statewide contracts. However, the Council may allow providers to propose on a regional basis for one or more of the services. The Idaho

Division of Purchasing shall manage the Request for Proposal process, working with a standing or ad-hoc committee designated by the Chair. Competitive procurement shall be conducted every four years, or more frequently based on performance of the service provider(s).

20 CFR §681.400 allows the grant recipient/fiscal agent (i.e. Idaho Department of Labor) the option to provide directly some or all of the youth workforce investment activities. The Council shall consult the Director of the Idaho Department of Labor (IDOL) in advance of any competitive procurement to determine if IDOL intends to provide services under the Youth program.

Method of Contract

The RFP process may allow for provider agreements with one or multiple providers through contracts or sub-recipient agreements, as appropriate. The Council will direct the Idaho Department of Labor, in its role as administrative entity/fiscal agent, to develop and execute the agreements for up to a total of four years.

Monitoring & Remedy for Breach of Contract/Non-performance

The Idaho Workforce Development Council, in its role as Local Workforce Investment Board, and in partnership with the chief elected official for the local area (i.e. the Governor) is responsible for:

- Conducting oversight of youth workforce investment activities authorized under WIOA sec. 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;
- Ensuring 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; and
- Ensuring the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA sec. 116.

The Council delegates these responsibilities to the Idaho Department of Labor in its role as Administrative Entity/Fiscal Agent. IDOL shall report the results of its oversight to the One-Stop Committee and/or full Council, as determined by the Chair, annually. The Council may direct IDOL to take action based on a breach of the sub-recipient agreement or lack of performance.

When there is a conflict of interest, (i.e. when IDOL is operating as both administrative entity/fiscal agent and as service provider), the Council shall provide an additional review of the monitoring process and outcomes of IDOL's oversight, as detailed in a separate MOU between the Council and IDOL.

**Timeline for WIOA State Plan Development and
WIOA Service Provider Procurement**

Dates	Step/Actions	Who's Involved
May 2019 – February 2020	Develop 2020-2024 Workforce Innovation & Opportunity Act State Plan	Open, public process to create vision for Idaho's Workforce Development/One-Stop System. WIOA requires that the following partners participate in the development and submission of the plan. <u>Mandatory</u> Workforce Development Council Department of Labor Vocational Rehabilitation Commission for the Blind & Visually Impaired Career & Technical Education – Adult Ed <u>Optional</u> Commission on Aging Career & Technical Education – Perkins Health & Welfare
November – December 2019	Draft RFP for One-Stop Operator	Workforce Development Council Division of Purchasing
January 2020	Issue One-Stop Operator RFP	Division of Purchasing
March/April 2020	Select One-Stop Operator	Workforce Development Council
March 2020 – June/July 2020	Submit WIOA State Plan to USDOL – wait for approval	Workforce Development Council submits – if modifications are requested, all partners assist with modifications.
July 1, 2020	One-Stop Operator Begins	
July – September 2020	Draft RFP for Title I-A Service Providers	Workforce Development Council Division of Purchasing
September 2020	Issue RFP	Division of Purchasing
December 2020	Select Title I-A Service Providers	Workforce Development Council
July 1, 2021	Title I-A Provider(s) Begins	