

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Meeting Minutes

Date: Thursday, December 16, 2021
Time: 9:00 a.m. – 1:30 p.m. (Mountain Time)
Location: Zoom

Council Member Attendees: Deni Hoehne, John Young, Anna Almerico, Lori Barber, Russell Barron, Donna Butler, Linda Clark, Brian Cox, Ben Davidson, Jane Donnellan, Jeff Greene, Sarah Griffin, Tom Kealey, Kelly Kolb, Liza Leonard, Joe Maloney, Sherry Maupin, Hope Morrow, James Pegram, Jani Revier, Adrian San Miguel (Proxy for Clay Long), Tom Schultz, James Smith, Michelle Stennett, Scott Syme

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

Guests: Alma Welch, Whitney Hollinger, Gary Salazar, Kellye Sharpe, Kristyn Carr, Windy Hahn, A Shaffer, Jill Kleist, Matt Sneed, Beth Cunningham, Blair Piippo, Tonya Erhardt, Kent Oltrogge, Dave Darrow, Lisa Anzaldúa, Shirley Ackerman, Dan Cabrera, Sarah Nash, Jen Palagi, April Stanford, Jeff Tucker, Leslie Losh, Jake Reynolds, Sarah Buenrostro, Terry Butikofer, Niko Lostra, Christi Gilchrist, Tina Polishchuk, John Russ, Heather Luchte, Vicki Isakson

*Workforce Development Council is hereafter referred to as WDC.

Call to order at 9:00 a.m.

Roll Call – Quorum Met

***Review/Approve Agenda**

Unanimous consent request by Mr. Kealey to approve the agenda as presented. There are no objections.

Mr. Young has been appointed as the new Vice Chair of the Council. Ms. Leonard will be joining the Executive Committee.

***Approve Minutes from October 13, 2021 Meeting**

Unanimous consent request by Mr. Kolb to approve the October 13, 2021 meeting minutes as written. There are no objections.

Idaho Job Corps Update

Ms. Polishchuk provided an update on Idaho Job Corps. Please see attached packet.

Discussion:

Is there any data to show that the program is being operated efficiently with less cost per participant?

- There has been a lot of cost savings. Idaho costs about \$23,000 per student and the national average runs about \$40,000-\$50,000 per student. During the first year of the program, Job Corps had 34% savings and the second year they had about 30% savings.

Job Corps has been life changing for Idahoans. It is great to see these individuals finding new possibilities for their lives. CEI is approaching having 50 students in their Job Corps program.

Are students working while they are in Job Corps?

- Job Corps eases students into employment. The outcomes require students to have a job when they leave the program. Some students come in not having a job and not knowing what they want to do, while others come in with a part-time job.

How does a student get into Job Corps?

- Job Corps has workforce consultants across the state. There is an intake process. The workforce consultants do presentations to the colleges, the public, etc. If an individual is interested, they can contact Job Corps directly. Each individual has a team to help them through the process. A review team looks at each application to determine if the individual would be a good fit for the program.

Are there age restrictions for the program?

- Job Corps serves youth ages 16-24. If an individual identifies they have a disability, then the top age limit can be lifted.

WIOA Out-of-School Youth Special Project Request

Ms. Witt provided a presentation on WIOA Out-of-School Youth Special Project Request. Please see attached packet.

Discussion:

How can the WDC help support Out-of-School Youth?

- Contact a local Department of Labor office. They will help businesses get setup to support Out-of-School-Youth.

Are employers expected to pay the participant's wages?

- IDOL will pay the wages out of the grant.

A bring a friend incentive might a good way to get new youth interested in the program.

The WIOA Advisory Committee is in the process of updating the WIOA State Plan. One of the sections is an Economic and Workforce Analysis. When looking at the unemployment rate of 2.8% broken down by age group, there are big differences. In the ages 16-19 and 20-24, the unemployment rate is significantly

higher than in other age groups. This data represents the labor force, so it includes individuals who are working or looking for work. The data does not consider high school students who are not working.

Ms. Secrist reviewed the PY20 Youth Recaptured Funds. Please see attached slides.

Is there a way to dovetail this program with Job Corps? It serves the same population.

- Job Corps provides more intensive wrap around services than WIOA does. When intaking youth, IDOL evaluates what the best program is for the individual. If an individual cannot find employment after exiting Job Corps, they can still utilize WIOA funds.

Vocational Rehabilitation and Idaho Commission for the Blind and Visually Impaired are required under their grant to use 15% of their funds to serve in school youth with disabilities. It is important to ensure that IDOL is collaborating with both VR and ICBVI to ensure they can meet their goal. Collaboration is essential.

Motion by Dr. Clark to allocate the remainder of the PY20 Recaptured Youth Funds as presented; allowing staff to make adjustments that maximize the number of participants served under the youth work experience program. In addition, up to 25% in-school youth may be served by the work experience project, as long as they are not eligible for the Vocational Rehabilitation pre-employment transition program. Second by Ms. Barber.

Ms. Revier recuses herself from the vote.

This is important work and a challenging group to serve. It is important to get in contact with the alternative schools since they have or have had contact with this group of individuals. The Idaho Out-of-School Network is a great resource as well.

Motion carried.

The fact an individual can get a job for \$15 an hour at a fast-food entity makes it hard to get youth into a program that only pays \$11 an hour. The Council could increase this wage across the whole youth program.

The Treasure Valley is very different than North Idaho. Perhaps the cap could be \$15 an hour but make the wage based on the local labor market conditions. This would allow more flexibility.

Unanimous consent request by Ms. Almerico to increase the work experience program wages up to \$15 per hour according to the regional labor market conditions. Ms. Revier recuses herself from the vote. There are no objections

Breakout Groups – Getting to Know the Workforce System Partners

The Council members went into breakout groups with the different agency heads.

Committee Updates/Recommendations Policy Committee

Workforce Development Training Fund – Employer Grant Policy

Chair Hoehne reviewed the updated Employer Grant Policy. Please see attached packet.

Discussion:

Instead of saying annual compliance training, it would be better to say recurring compliance training. Some trainings are more or less frequent than annually.

The Policy Committee did a great work on this policy and the changes will be beneficial for the employer grant program. The policy provides a solid foundation for the direction the Council wants to move.

These changes are reasonable and adds some clarity to the program.

Motion by Ms. Morrow to approve the Workforce Development Training Fund Policy as presented with the one change to the language to say, “recurring compliance training.” Second by Mr. Pegram. Motion carried.

Update – WDC Statute Change Request

Ms. Secrist reviewed the WDC statute change. Please see attached packet.

Discussion:

Will this impact WIOA youth?

- The youth would be temporary employees so it should not cause any issues. They would not be subject to state personnel benefits.

It will be great for the State to be able to take advantage of apprenticeship programs.

Workforce Development Training Fund Projections

Ms. Secrist presented the WDTF Projections. Please see attached packet.

Discussion:

The Unemployment Insurance (UI) rate is set in code and looks at a variety of factors. One factor is how much money needs to be in the trust fund to withstand the unemployment cycles seen over the past 20 years. It is a moving average. Last year, the Governor recommended a transfer of \$200 million into the fund, to assist with pandemic related unemployment. Instead of the rates holding steady, there was a decrease in the UI rate because there were some funds left over. If the UI rate is frozen in 2022 then the rate will smooth out.

Idaho Launch Allocation

Ms. Solace provided an update on Idaho Launch. Please see attached packet.

Discussion:

The number of trainees going into technology training is very small. Does the WDC anticipate seeing that changing?

- The courses the individual chooses from have been identified by employers as a need; however, the individuals select what they want to take. The data does tell a story about what trainings individuals are seeking. The WDC will do continuous improvement on the Launch site and outreach. The WDC can highlight some of the technology training during future outreach efforts.
- A lot of parents are unaware of the training opportunities available to their students or even themselves. If they are unaware of the training, then they will not choose it.
- Technology might also be an area where a student is going to seek a for-credit program.
- A new survey will be conducted to ensure that the trainings are making a difference in hire-ability.
- Cybersecurity is a huge need across the state.

Motion by Mr. Young to allocate an additional \$750,000 to Idaho Launch for FY22. Second by Ms. Griffin. Motion carried.

Break: 11:15 a.m. – 11:30 a.m.

Outreach Project Updates

Last year was a slow year for Outreach Projects. The Outreach Committee had a budget of \$350,000 but only awarded 3 contracts leaving \$175,000 in the budget. The Outreach Committee anticipates seeing more project applications coming through.

Idaho Technology Council – Next Steps Connections

Mr. Larsen and Ms. Solace provided an update on Next Steps Connections. Please see attached packet.

Discussion:

Can this program be extended to the Work-Based Learning Centers?

- Ms. Solace is working on getting the Work-Based Learning Centers to be able to join. She is also working on the libraries.

This is a great program, and it is exciting to see something the WDC has been working on for a long time become a reality.

Can IPTV do the same videos?

- It would take a lot of resources and time to put together what Nepris already has. Nepris already has a large library of resources available and connection to people all over the world. They also have the ability for willing employers to create their own videos without production costs.
- It would be nice to keep the productions local if possible.
 - We will focus on building the number of Idaho companies in the library.

Idaho Public Television – Career Exploration Videos

Mr. Tucker and Mr. Lawless provided an update on IPTV's Career Exploration Video outreach project. Please see attached packet.

Discussion:

If anyone has ideas for 360 videos, please reach out to Mr. Lawless. It is important to think about areas that might be difficult to take individuals on a field trip to. The videos could be used to provide individuals access to those types of experiences.

It would be great to do a video of Lineman.

State Department of Education – Career Advisor Professional Development

Ms. Deahl provided an update on the State Department of Education Career Advisor Professional Development outreach project. Please see attached packet.

Discussion:

Is there a plan to spread the program beyond the 23 schools? How is the program sustainable?

- Toolkits and resources are being created that can be used statewide. It is a big commitment to invite more schools, but SDE is looking at how to expand the effort.

Executive Director's Report

Ms. Secrist referenced the Committee reports. Please see attached packet.

National Apprenticeship Week is in November. In Idaho, the Governor signed a proclamation declaring it Apprenticeship Month and wrote an op-ed. All apprenticeship partners have collaborated and engaged to present over 30 events during November to highlight apprenticeships. The entities in Idaho who have grants to scale apprenticeships have agreed to come under the Apprenticeship Idaho brand.

Last fall ITD applied for a grant from the Federal Highway Administration for \$300,000. ITD is going to be able to offer 3 heavy equipment operator courses this spring. The courses will have about 20-25 participants. The goal is to serve underserved populations. They are encouraging trainees to get their CDL while they are completing the training. The CDL training can be paid for through Launch.

Budget Update

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - November 30, 2021													
STATE EXPENDITURE CATEGORY	WDIF Budget	Total WDIF YTD Spent	Total Ending WDIF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARG Budget	Total YARG YTD Spent	Total Ending YARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$403,100	\$162,744	\$240,356	\$98,800	\$43,125	\$55,675	\$82,500	\$35,753	\$46,747	\$584,400	\$241,622	41%	\$342,778
PERSONNEL	\$403,100	\$162,744	\$240,356	\$98,800	\$43,125	\$55,675	\$82,500	\$35,753	\$46,747	\$584,400	\$241,622	41%	\$342,778
Administrative Services & Supplies	\$6,000	\$1,442	\$4,558	\$1,000	\$145	\$855	\$440	\$0	\$440	\$7,440	\$1,587	21%	\$5,853
Communication Costs	\$7,500	\$4,469	\$3,031	\$0	\$0	\$0	\$360	\$150	\$210	\$7,860	\$4,619	59%	\$3,241
Computer Services & Supplies	\$26,500	\$16,188	\$10,312	\$0	\$0	\$0	\$300	\$558	-\$258	\$26,800	\$16,746	62%	\$10,054
Employee Development, Memberships & Subscriptions	\$7,500	\$415	\$7,085	\$17,575	\$900	\$16,675	\$1,000	\$0	\$1,000	\$26,075	\$1,315	5%	\$24,760
Employee Travel Costs	\$14,900	\$2,826	\$12,074	\$0	\$982	-\$982	\$1,500	\$0	\$1,500	\$16,400	\$3,808	23%	\$12,592
Contracts, Events, & Other Council Activities	\$528,500	\$103,883	\$424,617	\$31,425	\$14,740	\$16,685	\$26,400	\$0	\$26,400	\$586,325	\$118,623	20%	\$467,702
Rentals & Operating Leases	\$8,500	\$3,089	\$5,411	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$3,089	36%	\$5,411
Government Overhead & Insurance	\$3,000	\$2,732	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$2,732	91%	\$268
OPERATING	\$602,400	\$135,042	\$467,358	\$50,000	\$16,767	\$33,233	\$30,000	\$708	\$29,292	\$682,400	\$152,517	22%	\$529,883
Grand Total	\$1,005,500	\$297,786	\$707,714	\$148,800	\$59,892	\$88,908	\$112,500	\$36,461	\$76,039	\$1,266,800	\$394,139	31%	\$872,661
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,147,661	\$10,602,339				\$636,500	\$203,763	\$432,737				

WDTF Financial Summary - November 2021	
WDTF Cash Balance 11-1-21	\$15,306,302
Revenue	\$865,303
Interest	\$4,170
Payments	\$448,501
WDTF Cash Balance 11-30-21	\$15,727,273
Obligated Employer Grants	\$2,472,767
Obligated Industry Sector Grants	\$5,939,505
Obligated Innovation Grants	\$596,207
*Obligated Outreach Projects & Allocated Budget	\$714,897
**Short Term Financial Assistance Program	\$1,515,707
FY 22 WDTF Admin Costs	\$467,358
WDTF Obligated Balance	\$11,706,441
Unobligated Balance	\$4,020,833
Proposals Under Review	\$0
Unobligated Balance if all funded	\$4,020,833

*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

WDTF FY22 Revenue	Transfer In	Interest	Collection Cost
July	\$232,883	\$3,453	
August	\$779,173	\$3,331	
September	\$5,115	\$3,430	
October	\$0	\$4,040	
November	\$865,303	\$4,170	\$57,072
December			
January			
February			
March			
April			
May			
June			
FY22 Totals	\$1,882,474	\$18,424	\$57,072

Good Jobs Challenge

Ms. Secrist provided an overview of the Good Jobs Challenge grant. Please see attached packet.

Discussion:

The WDC provided an innovation grant to IACI to start the Talent Pipeline Management Program (TPM). The US Chamber of Commerce Foundation came and trained 30 individuals in TPM. The goal of the Good Jobs Challenge grant is to support the expansion of TPM.

Who else might apply for the Good Jobs Challenge?

- CEDA
- BSU
- ISU

Does DFM support the WDC applying for this grant?

- Ms. Secrist has talked to the Governor's Office and DFM. She will get formal approval prior to submitting the proposal.

There is a large need for truckers across the country. It is important to encourage more individuals to go into this career. Hopefully TPM will be able to shift to help fill the gaps in trucking, construction, and healthcare.

COVID has put a hold on some of the original projects that came out of TPM.

Cybersecurity is on the wish list for all regions. The goal is for the cyber taskforce to finish their work and then make sure TPM is aligned with it.

Motion by Mr. Maloney to direct staff to apply for up to \$20m for the Good Jobs Challenge grant. Second by Ms. Leonard. Motion carried.

Next Steps Advisory

The Next Steps Advisory Committee has started meeting on a regular basis to look over the site updates, create a feedback loop, provide advice on how Next Steps should move forward, etc.

The last meeting went well, and the group made a huge amount of progress. Year-to-date, Next Steps has had 177,606 sessions. This is up 27.75% from last year.

Ms. Solace is happy to provide a site tour to anyone who is interested.

A few of the changes that have been made to Next Steps.

- Updated main navigation
- Login functionality
 - Being piloted by schools currently
 - Adult audiences will pilot this spring
 - Will allow users to save their progress
- Enhanced career cards
 - Includes both regional and qualitative information
- CTE Program Directory
- Financial Aid Hub
- Searchable, sortable video gallery
- Updated HS learning plans
- Place for users to provide feedback or report bugs/issues

Chair's Report

It is great to see the good things that the Workforce Development Training Funds are going towards. The programs are greatly benefitting Idaho.

There is opportunity for employers to sponsor high schools to access Next Steps Connections. Ms. Hoehne asked the Council members to consider sponsoring a school.

The educator exchange for the Externship program opens January 3. Please sign up.

Motion by Mr. Kealey to adjourn. Second by Mr. Young. Motion carried.
Adjourned at 1:09 p.m.