

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, ID 83702

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, September 8, 2022

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin, Liza Leonard

Guests:

Staff: Wendi Secrist, Paige Nielebeck, Cassie Mansour, Caty Solace, Stacy James, Sam Emery, Matthew Thomsen, Rebecca Watson

Call to Order at 2:01 p.m.

Roll Call – Quorum met

Review Agenda – No changes to the agenda

Review August 11, 2022 Meeting Minutes

Motion by Mr. Kolb to approve the August 11, 2022 meeting minutes as written. Second by Ms. Griffin. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2023 Budget
For the Period July 1, 2022 - August 31, 2022

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 480,800	\$ 76,468	\$ 404,332	16%
Personnel	\$ 480,800	\$ 76,468	\$ 404,332	16%
Administrative Services & Supplies	\$ 6,000	\$ 553	\$ 5,447	9%
Communication Costs	7,500	17,998	(10,498)	240%
Computer Services & Supplies	26,500	4,457	22,043	17%
Contracts, Events & Other Council Activities	528,500	48,929	479,571	9%
Employee Development, Memberships & Subscriptions	7,500	-	7,500	0%
Employee Travel Costs	14,900	30	14,870	0%
Rentals & Operating Leases	8,500	773	7,727	9%
Government Overhead & Insurance	3,000	6,460	(3,460)	215%
Operating Budget	\$ 602,400	\$ 79,200	\$ 523,200	13%
Grand Total	\$ 1,083,200	\$ 155,668	\$ 927,532	14%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 7,684,500	\$ 321,890	\$ 7,362,610

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Discussion:

The Workforce Development Council will not be charged rent until we are able to move into the new space. The state is having trouble finding a contractor to do the construction needed for the office.

Through the Trustee and Benefit payments with the YARG Grant, we pay 6 IBE staff positions to run the youth apprenticeship program. Maureen O’Toole has retired, and Paula Kellerer is going to be taking over her position.

Launch Obligations

WDTF Financial Summary	
WDTF Cash Balance 8/1/2022	\$ 13,617,607
Revenue	1,152,959
Interest	27,129
Payments	470,917
WDTF Cash Balance 8/31/2022	\$ 14,326,779
Obligated Employer Grants	\$ 1,698,202
Obligated Industry Sector Grants	5,860,731
Obligated Innovation Grants	1,039,066
*Obligated Outreach Projects & Allocated Budget	884,567
**Short Term Financial Assistance Program	1,905,585
FY23 WDTF Admin Costs	523,200
Obligated Balance	\$ 11,911,350
Unobligated Balance	\$ 2,415,429
Proposals Under Review	250,000
Unobligated Balance if all funded	\$ 2,165,429

*Includes all Outreach funding made available for the Committee
**Includes all Launch funding made available for FY23.

FY24 Budget Request

Our FY24 budget request was submitted last week. Ms. Secrist reviewed the FY24 budget request.

Workforce Development Council – FY24 Budget Request Summary

FY 2024 Total			FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total	GVWD
13.00	FY 2024 Total								
	OT 10000	General	0.00	0	0	0	0	0	
	30500	Dedicated	5.00	488,300	432,600	0	7,684,500	8,605,400	
	34400	Federal	0.00	0	0	0	0	0	
	34430	Federal	3.00	237,300	651,000	0	24,223,400	25,111,700	
	OT 34430	Federal	1.00	83,800	0	0	14,804,500	14,888,300	
	34800	Federal	2.00	203,400	80,000	0	636,500	919,900	
			11.00	1,012,800	1,163,600	0	47,348,900	49,525,300	

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Executive Director's Report

Micron is going to be expanding in the Treasure Valley. There is going to be a ground-breaking on Monday 9/12/22 on their new project. The WDC is looking forward to coming alongside them to determine how we need to support them from a workforce development standpoint. The Governor provided us with additional funding but indicated all grants would have to be approved by the Council. This gives the Council the flexibility to support the expansion. Our traditional employer grant program has shifted significantly. If they are seeking employer grant funds the council may have to make changes or develop waivers to the policy. If they are looking to do an industry sector grant, then that does not have the same limits. As we start to get more info about what their plans are, we are going to need to work with the Council to determine how we can support them.

Review September Council Meeting Agenda

Ms. Secrist reviewed the September Council Meeting Agenda. Please see attached document.

Responsibilities for Break-out Activities

The Executive Committee members will help facilitate Break-Out Activities. As ideas start to flow from the Innovative Workforce Development Alliances presentation, the full Council will break out into groups to begin working on priorities. Each of the Executive Committee members will oversee a breakout group and will have questions from the facilitator to guide the discussion.

Age of Agility Update

We are making good progress on Age of Agility. We had to move the date to November 10. We will get an invite out to hold it on the calendar. We are planning 9:00 – 12:30. The theme will be "What is Success?". We want to look at how we blend successful outcomes for employers, students, and educational institutions and how success is measured for each of those audience members. Mary Daly, President of the Federal Reserve Bank of San Francisco has been asked to keynote because she has a wide perspective of being able to talk from each of those different perspectives. She came from a background of having to build her way up in the workforce. She has seen the world through the eyes of each stakeholder in the audience. We are looking for her to bridge our theme across all those things.

Then we plan to have a panel which Rod Gramer is helping with, focused on one of their projects, Within Reach. They think they will be able to feature a parent, an employer, and a counselor who are engaged and working collaboratively to get perspectives from each.

The final panel will be about TPM and the success in the Magic Valley. We are going to start seeing TPM as such a presence throughout the state with the hiring of the project managers. We want to refresh everyone on the TPM process and how they can engage in it.

The goal is to have the event created and ready to go out sometime next week. We will be working with our partners to ensure they approve of the messaging and then we will get a save-the-date out.

It will be a livestream out of IPTV studio.

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Discussion:

How are the regional project managers for TPM coordinated and who they report back to?

- The 7 different host organizations have hired project managers (there are two open positions still). They are meeting regularly with Matt to coordinate efforts around the state. We want the work that is being done to be in collaboration even though it is done regionally.
- The work CSI has been doing is bringing on two staff as well as working with an economic development rep for hospitality management in the Sun Valley area. Food Processing is one of the industries they have been working with. When they bring on a new employer, they have TPM at the very front of the conversation, to engage with them.
- NIC has done something similar with construction management. They do not call it TPM but it is filtered through the TPM methodology.
- The Cable Broadband Association needs assistance with workforce planning as Broadband dollars start filtering into the state. We have started those conversations and have a survey finding out who in the industry wants to be engaged.
- This is also being done with Idaho Hospital Association. They have sponsored meetings to present on TPM and identify which organizations would lead or work with the different facilitators to drive the industry collaboratives. In the Pocatello area they have a Hospital Cooperative that are working on projects. In Northern Idaho they are working with healthcare providers and have started to gain some progress on these initiatives.

Ms. Solace has also been communicating about the initiative this summer through the CTE annual conference. She is co-presenting with the individuals who have been awarded the TPM contracts and they are talking about the Launch survey data, the partnerships, what role CTE can play, etc. It has been a really positive piece of this greater conversation.

Executive Committee Open Discussion

When the WDC awards our grants, is there anything in policy that says in media releases it has to say that it was funded by the WDTF?

- Ms. Secrist will investigate this. This is something we can integrate into the terms and conditions easily.

Child Care Grant Committee



There were 46 applications totaling just over \$28 million. Ms. Secrist reviewed some data on the Child Care Grants.

- There is good distribution across the state. We had 19 applications from small providers (serving under 12 children).
- Ms. Griffin is going to be bringing a proposal to the Council to allow us to distribute up to 50% of the grant funding up-front rather than on a reimbursement basis. This would mean the applicant would not be able to touch any more of the funding until they provide the backup documentation for those funds.
- It will be limited to providers who serve under 24 kids.

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- The feedback consistently demonstrated a need for a policy change in this issue. There were a lot of concerns that providers would not be able to complete their projects without having some upfront funding. We hoped that a Reimbursement-Only model would work but the Committee has come up with a nice balance in how to make sure we are supporting the smaller providers while protecting the funds.

Motion by Ms. Hoehne to adjourn. Second by Mr. Kolb. Motion carried.
Adjourned at 2:54 p.m.