

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
Chair

**Wendi Secrist**  
Executive Director

**John Young**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**

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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, January 12, 2023

**Time:** 2:00 – 3:30 PM

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

**Guests:**

**Staff:** Wendi Secrist, Paige Nielebeck, Cassie Mansour, Sam Emery, Sherawn Reberry, Rebecca Watson, Jeffrey Bacon, Stacy James

**Call to Order at 2:01 PM**

**Roll Call** – Quorum Met. Ms. Secrist introduced Dr. Reberry to the Executive Committee Members.

**Review Agenda** – No changes to the agenda.

**Review December 8, 2022, Meeting Minutes and December 20, 2022, Meeting Minutes**

**Motion by Ms. Griffin to approve the December 8, 2022, and December 20, 2022, meeting minutes as written. Second by Mr. Kolb. Motion carried.**

**Budget Report**

Ms. James presented the budget.

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

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 480,800	\$ 236,826	\$ 243,974	49%
Personnel	\$ 480,800	\$ 236,826	\$ 243,974	49%
Administrative Services & Supplies	\$ 6,000	\$ 4,510	\$ 1,490	75%
Communication Costs	11,349	6,315	5,034	56%
Computer Services & Supplies	26,100	17,263	8,837	66%
Contracts, Events & Other Council Activities	532,551	135,087	397,464	25%
Employee Development, Memberships & Subscriptions	7,250	1,758	5,492	24%
Employee Travel Costs	18,000	5,214	12,786	29%
Government Overhead & Insurance	6,750	6,460	290	96%
Rentals & Operating Leases	61,000	1,456	59,544	2%
Operating Budget	\$ 669,000	\$ 178,062	\$ 490,938	27%
Grand Total	\$ 1,149,800	\$ 414,888	\$ 734,912	36%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 7,384,500	\$ 1,801,917	\$ 5,582,583

WDTF Financial Summary	
WDTF Cash Balance 12/1/2022	\$ 14,077,054
Revenue	26,100
Interest	26,603
Payments	332,590
WDTF Cash Balance 12/31/2022	\$ 13,797,166
Obligated Employer Grants	\$ 1,957,575
Obligated Industry Sector Grants	6,258,180
Obligated Innovation Grants	856,070
*Obligated Outreach Projects & Allocated Budget	617,609
**Short Term Financial Assistance Program	1,320,986
FY23 WDTF Admin Costs	490,938
Obligated Balance	\$ 11,501,358
Unobligated Balance	\$ 2,295,808
Proposals Under Review	2,834,874
Unobligated Balance if all funded	\$ (599,066)

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 260,762	\$ 12,231	\$ 42,108
August	892,198	14,898	-
September	10,162	18,825	-
October	239,927	22,370	-
November	766,556	24,847	-
December	26,100	26,603	-
January			
February			
March			
April			
May			
June			
FY23 Totals	\$ 2,195,704	\$ 119,774	\$ 42,108

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

**Discussion:**

- Could we please break out the Idaho Launch grants from the rest of the grants?



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- We can provide more nuanced information on Launch and each grant category.

WIOA					YARG				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %	State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 104,300	\$ 49,266	\$ 55,034	47%	Salary & Benefits	\$ 89,000	\$ 44,414	\$ 44,586	50%
Personnel	\$ 104,300	\$ 49,266	\$ 55,034	47%	Personnel	\$ 89,000	\$ 44,414	\$ 44,586	50%
Administrative Services & Supplies	\$ 1,000	\$ 220	\$ 781	22%	Administrative Services & Supplies	\$ 675	\$ 79	\$ 596	12%
Communication Costs	-	-	-	0%	Communication Costs	360	180	180	50%
Computer Services & Supplies	-	-	-	0%	Computer Services & Supplies	2,365	588	1,777	25%
Contracts, Events & Other Council Activities	31,425	26,829	4,596	85%	Contracts, Events & Other Council Activities	24,100	-	24,100	0%
Employee Development, Memberships & Subscriptions	17,575	3,925	13,650	22%	Employee Development, Memberships & Subscriptions	1,000	899	101	90%
Employee Travel Costs	-	1,806	(1,806)	0%	Employee Travel Costs	1,500	1,206	294	80%
Government Overhead & Insurance	-	-	-	0%	Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%	Rentals & Operating Leases	-	-	-	0%
Operating Budget	\$ 50,000	\$ 32,780	\$ 17,220	66%	Operating Budget	\$ 30,000	\$ 2,953	\$ 27,047	10%
Grand Total	\$ 154,300	\$ 82,046	\$ 72,254	53%	Grand Total	\$ 119,000	\$ 47,367	\$ 71,633	40%

  

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 285,822	\$ 350,678

  

ARPA WFD					ARPA Child Care				
Category & Grantee	Budget	Obligated	Unobligated	Disbursements	Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Idaho Launch	\$ 9,999,800	\$ 6,417,347	\$ 3,582,453	\$ 2,867,309	Child Care Grants	14,803,696		7,369,547	\$ -
Idaho Launch Marketing	275,000		275,000		Lost Rivers Medical Center		270,000		
STEM Focused Innovation Grant	1,725,000	1,725,000			Tamarack Resort		166,724		
Talent Pipeline Management (TPM) – Regional Coordinators	1,227,600		27,062		West Central Mountains Econ. Dev. Council		452,000		
1 Percent Consulting		148,790		58,847	Whole Child		78,455		
Idaho Associated General Contractors		152,151			Lucky Duck Preschool		2,198,900		
Center for Advanced Energy Studies		300,000			Tiny Tots Learning Center		235,620		
Coeur d'Alene Area Economic Development Corp		152,000			Care House Learning Center		88,860		
Clearwater Economic Development Association		147,657			Little Me with Daycare		67,090		
College Southern Idaho		150,000		27,808	United Way of South Central Idaho (E-Street)		900,000		
Idaho Manufacturing Alliance		149,940		7,592	Cookies N Milk Daycare		351,500		
Reserved for CHIPS Act Projects	11,500,000		11,500,000		Kaniku Community Health		375,000		
Next Steps Idaho Investments	125,000	125,000			Storybook Adventure		2,250,000		
Salary	123,600	123,600		28,438	Salary	166,600	166,600		70,982
Operating	24,000	24,000		9,391	Operating Budget	15,000	15,000		7,808
Grand Total	\$ 25,000,000	\$ 9,615,485	\$ 15,384,515	\$ 2,999,384	Grand Total	\$ 14,985,296	\$ 7,615,749	\$ 7,369,547	\$ 78,791

CNA Study				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ -	\$ -	\$ -	0%
Personnel	\$ -	\$ -	\$ -	0%
Administrative Services & Supplies	\$ -	\$ -	\$ -	0%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Employee Development, Memberships & Subscriptions	-	-	-	0%
Employee Travel Costs	-	-	-	0%
Contracts, Events & Other Council Activities	125,000	3,102	121,898	2%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Operating Budget	\$ 125,000	\$ 3,102	\$ 121,898	2%
Grand Total	\$ 125,000	\$ 3,102	\$ 121,898	2%

**FY24 Budget Review**

Ms. Secrist discussed the Governor’s recommendation for FY24.

**\*WDTF Grants**

**Learning How 2 Live Industry Sector Grant**

Mr. Kolb presented the Learning How 2 Live Grant.

Learning How 2 Live provides advanced job training to Idaho inmates within Idaho Department of Correction's facilities. This project will create and implement a broadcasting, film, and video production registered apprenticeship program which will be offered to Idaho inmates. Over the two-year grant period 80 individuals

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will register as apprentices and receive training under the newly developed registered apprenticeship program. The program will help connect individuals enrolled in the program with obtaining employment while incarcerated and upon re-entry into the workforce.

**WDTF Request: \$411,884**

### **Discussion:**

- Partnerships include three existing programs... what do these include?
  - A short 5-week program is available at three locations: Idaho State Correctional Institution (ISCI), South Idaho Correctional Institution (SICI), and Idaho Correctional Institution Orofino (ICIO). The grant will not only transition the program into a registered apprenticeship but expand to another three facilities.
- Does the applicant demonstrate that this apprenticeship will lead to being able to find a job in this sector?
  - Yes, they have built relationships with employers who are willing to hire those exiting from the program through the corrections system.

**Mr. Young moved to approve the Learning How 2 Live Innovations Grant in full. Ms. Leonard seconded. Motion approved.**

### ***WDTF Grants – Status Update***

Mr. Emery presented the current status of all open grants which the Workforce Development Council is administering. Please see the Grant Status Update Sheet.

### **Discussion:**

- When a grant is close to the expiration of their contract, what is the process and the plan if an invoice is not submitted?
  - They have 60 days to request reimbursement. The funds roll back into the WDTF if they are not used.

### ***\*WIOA Youth Program Allocations – PY21 Shift***

Ms. Secrist presented Idaho PY22 Youth Program Agreement - Fund Modification. See attached memo.

**Ms. Griffin moved to approve the WIOA reallocations. Mr. Kolb seconded the motion. Motion approved.**

### ***\*Idaho Launch Policy & Spending Adjustments***

Ms. Secrist presented the Idaho Launch spending options to the Committee. The options were discussed because there is a higher than anticipated usage.

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**Idaho Launch – Spending Options**

**FY23 Projected year-end obligations at current spending:**

		Participant	Administration
Launch Average Cost Per Month	\$1,261,351.27		
Average Cost per Participant (YTD)	\$3,510.25	\$ 3,500	\$ 65
Average # of Participants		4,300	4,300
	<b>Enrollments</b>	\$ 15,050,000	\$ 279,500
	<b>Marketing</b>		\$ 275,000
		\$ 15,050,000	\$ 554,500
Projected Obligations			\$ 15,604,500
Less: Authorized Obligations			\$ 10,274,800
<b>Projected Unfunded Obligations</b>			<b>\$ 5,329,700</b>

Ms. Secrist reviewed the different options, please see the attached document.

**Discussion:**

- The Committee expressed a preference for restoring funds to Idaho Launch when they are de-obligated from participants versus having them revert to the general WDTF balance.
- We will need additional time working with the provider partners to be able to identify the savings from Option 3. The Committee will be updated when this data is available.

**Mr. Young made a motion to proceed with Option 1, 2, 3, and 4, with Option 4 amended to exclude projects that are planned under the ARPA funds. Ms. Leonard seconded.**

**Discussion:**

- Ms. Secrist confirmed with the governor’s staff that this decision to pause Employer, Industry Sector, and Innovations Grants, for the time being, to fund Launch grants is in line with his commitment to Idaho Launch.
- The data that was presented to the committee last month indicated that Idaho Launch users do benefit from measurable wage increases.
- The way Idaho Launch is set up is of great benefit to employers in Idaho and reaches each region in the state.
- The Committee acknowledges that this is a tough scenario.

**Motion passes.**

**Executive Committee Open Discussion**

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Mr. Kolb brought forth the question of having a quorum present for the different committee meetings. The Executive Committee will continue the discussion at a future meeting, as it is time to adjourn the meeting.

### **Executive Director's Report**

Ms. Secrist presented the current Child Care Grant Proposals Data to the Committee.

Ms. Secrist spoke with the Committee about the Legislative Schedule. WDC JFAC presentation is scheduled for February 8<sup>th</sup>.

**Motion by Mr. Kolb to adjourn. Second by Ms. Leonard. Adjourned at 3:31 p.m.**