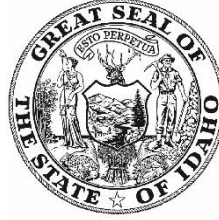


BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W. Jefferson St. Boise, ID 83702

Quarterly Council Meeting Minutes

Date: Wednesday, December 13, 2023
Time: 9:00 a.m. – 12:00 p.m. (Mountain Time)
Location: Virtual

Council Member Attendees: Deni Hoehne, John Young, Ben Davidson, Clay Long, Amanda Logan, Jeff Greene, Tom Kealey, Sergio Mendoza, Bill Reagan, Brian Cox, Lori McCann, Sarah Griffin, James Pegram, Hope Morrow, James Smith, Kelly Kolb, Marie Price, Donna Butler, Sean Coletti, Jennifer Palagi, Lori Barber, Carrie Semmelroth, Jani Revier, Russell Barron, Allison Duman (Proxy for Debbie Critchfield), Anna Almerico, Jeff Hough, Todd Putren

Staff: Wendi Secrist, Amanda Ames, Elaine Zabriskie, Matthew Thomsen, Denise Hill

Guests:

Call to order at 9:02 a.m.

Roll Call/Introductions – Quorum met.

Welcome to new members Todd Putren, Chief Nursing Officer Northwest Specialty Hospital and Jeff Hough, County Commissioner, Bannock County.

***Review/Approve Agenda**

A unanimous consent motion by Ms. Marie Price to approve the agenda as presented. Second by Ms. Lori McCann. There were no objections.

***Approve Minutes from September 13, 2023 Meeting**

A unanimous consent motion made by Mr. Jeff Greene to approve the September 13, 2023 Meeting Minutes as written. Second by Ms. Lori Barber. There were no objections.

- **Monthly Budget Report WDTF**

- Luma is still presenting some challenges.
 - Spending is on track.
 - Operating costs are appropriate.
 - Grant payments \$22.7M, \$20.8M remaining.
 - ARPA
 - Combined the 2 year totals for WDTF & Child Care
 - Reserve for CHIPS/Semiconductor – total amount investing on behalf of Micron’s expansion.
 - Will identify projects separately as awarded.
 - Child Care Expansion Grants awarded in FY23.
 - Public Safety – National Law Enforcement Foundation
 - Wonderschool Contract \$4M in place.
 - LAUNCH
 - Grant management contract near completion
 - Cost is less than anticipated.
 - Will be using our financial system to process payments instead of incurring 2-3% charge on each distribution of funds.
 - Added 3 personnel to FY25 budget as contingency should Luma integration fail.
 - In Demand career fund
 - Funds being transferred from Tax Commission.
 - Unknown interest amount at present.

WORKFORCE DEVELOPMENT COUNCIL
 Fiscal Year 2024 Budget (Preliminary)
 For the Period July 1, 2023 - October 31,2023

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 509,100	\$ 148,521	\$ 360,579	29%
Personnel	\$ 509,100	\$ 148,521	\$ 360,579	29%
Administrative Services & Supplies	10,000	1,389	8,611	14%
Communication Costs	12,000	2,404	9,596	20%
Computer Services & Supplies	36,000	393	35,607	1%
Contracts, Events & Other Council Activities	284,750	9,469	275,281	3%
Employee Development, Memberships & Subscriptions	6,400	5,976	424	93%
Employee Travel Costs	25,000	11,648	13,352	47%
Government Overhead & Insurance	6,250	6,250	-	100%
Rentals & Operating Leases	25,000	25,000	-	100%
Operating Budget	\$ 405,400	\$ 62,528	\$ 342,872	15%
Grand Total	\$ 914,500	\$ 211,049	\$ 703,451	23%

Trustee and Benefits FY24	
Grant Reimbursement Spending Authority	\$ 22,684,500
Innovation	723,122
Launch	141,220
Outreach	19,118
Employer	343,697
Industry Sector	636,459
Ending Balance	\$ 20,820,883

WDTF Financial Summary	
WDTF Cash Balance 10/1/2023	\$ 28,258,494
Revenue	\$ 309,649
Interest	797
Payments	506,141
WDTF Cash Balance 10/31/2023	\$ 28,062,799
Obligated Employer Grants	\$ 1,732,391
Obligated Industry Sector Grants	13,503,283
Obligated Innovation Grants	3,275,419
*Obligated Outreach Projects &	
Allocated Budget	81,115
Preceptorship	200,000
**LAUNCH	2,270,507
FY24 WDTF Admin Costs	703,451
Obligated Balance	\$ 21,766,165
Unobligated Balance	\$ 6,296,634
Proposals Under Review	2,218,665
Unobligated Balance if all funded	\$ 4,077,969

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 373,170	\$ 81,454	\$ -
August	857,723	85,185	-
September	25,531	-	-
October	309,649	797	-
November			
December			
January			
February			
March			
April			
May			
June			
FY24 Totals	\$ 1,566,073	\$ 167,436	\$ -

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

**Includes all Launch funding made available for FY23.

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WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2024 Budget (Preliminary)
For the Period July 1, 2023 - October 31,2023

WIOA				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 121,900	\$ 37,834	\$ 84,066	31%
Personnel	\$ 121,900	\$ 37,834	\$ 84,066	31%
Administrative Services & Supplies	\$ 1,000	\$ 417	\$ 583	42%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	7,787	23,638	25%
Employee Development, Memberships & Subscriptio	17,575	900	16,675	5%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
Operating Budget	\$ 50,000	\$ 9,103	\$ 40,897	18%
Grand Total	\$ 171,900	\$ 46,937	\$ 124,963	27%

YARG				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 94,400	\$ 32,540	\$ 61,860	34%
Personnel	\$ 94,400	\$ 32,540	\$ 61,860	34%
Administrative Services & Supplies	\$ 675	\$ 50	\$ 625	7%
Communication Costs	660	120	540	18%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	27,665	-	27,665	0%
Employee Development, Memberships & Subscriptio	1,000	-	1,000	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
Operating Budget	\$ 30,000	\$ 170	\$ 29,830	1%
Grand Total	\$ 124,400	\$ 32,710	\$ 91,691	26%

Trustee and Benefits	Beg Balance	Apprentice Disbursements	Third-party Disbursements	End Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 34,754	\$ 132,848	\$ 468,898

WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2023 & 2024 Budget (Preliminary)
For the Period July 1, 2022 - October 31, 2023

ARPA WFD				
Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Idaho Launch	\$ 19,214,773	\$ 17,472,042	\$ 1,742,731	\$ 10,596,449
Talent Pipeline Management (TPM) – Regional Coordinator	\$ 2,151,763		\$ -	
1 Percent Consulting	-	\$ 297,580		\$ 185,963
Idaho Associated General Contractors	-	299,465		144,729
Center for Advanced Energy Studies	-	300,000		87,805
Coeur d'Alene Area Economic Development Corp	-	300,000		48,810
Clearwater Economic Development Association	-	288,314		122,656
College Southern Idaho	-	300,000		112,242
Idaho Manufacturing Alliance	-	301,905		80,032
TPM Training & Lightcast Licenses	-	64,500		55,000
CWI MFG Industry Sector Grant	\$ -	\$ 4,194,931	\$ -	\$ -
Reserved for CHIPS Act Projects	\$ 27,308,863	\$ -	\$ 23,113,932	\$ -
Next Steps Idaho Investments	\$ 250,000	\$ 250,000	\$ -	\$ 129,258
Idaho Launch Website & Marketing	\$ 450,000	\$ 450,000	\$ -	\$ 56,152
Salary	\$ 276,600	\$ 276,600	\$ -	\$ 120,594
Operating	\$ 348,000	\$ 348,000	\$ -	\$ 39,539
Grand Total	\$ 50,000,000	\$ 25,143,336	\$ 24,856,664	\$ 11,779,230

ARPA Child Care				
Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Child Care Grants	\$ 29,602,596		\$ 10,949,200	\$ -
Last Rivers Medical Center		\$ 270,000		356,878
Baby Bee Daycare		360,000		-
Boise State Children's Center		393,705		-
Boys & Girls Club Ada County (Kuna)		450,000		-
Boys & Girls Club Lewis Clark Valley		480,000		-
Boys & Girls Club Magic Valley (Rupert)		180,000		-
Bright Stars Childcare		150,000		9,352
WDTF Cash Balance 10/31/2023		88,860		29,849
Chita's Kids Preschool		94,756		59,489
Cookies N Milk Daycare		351,500		325,231
Get Ready to Learn, Kuna		75,000		-
Giraffe Laugh		1,073,633		16,915
Kanitsu Community Health Clinic		375,000		200,879
Lil' Rascals Preschool and Daycare		315,000		-
Little Me with Daycare		67,090		26,463
Lucky Duck Preschool		2,198,900		2,198,900
Magic Stars Spanish Preschool		207,000		-
Micron		100,000		-
Saggy Britches dba the Barnyard Daycare & Learning		179,068		-
Storybook Adventure		2,250,000		851,394
Tamarack Resort		166,724		-
The Little Red Roast Child Care		101,671		-
Tiny Tots Learning Center		235,620		90,150
Tiny Town		536,950		90,150
Treasure Valley YMCA		720,000		156,372
United Way of South Central Idaho (E-Street)		900,000		50,425
McCall-Donnelly Joint School District		452,000		14,626
Whole Child		78,455		35,035
WICAP		924,664		-
Teton Regional Economic Coalition		1,028,100		344,077
Public Safety		3,000,000		-
Wonderschool		849,700		-
Salary*	\$ 367,404	\$ 367,404	\$ -	\$ 236,250
Operating Budget	\$ 30,000	\$ 30,000	\$ -	\$ 21,624
Grand Total	\$ 30,000,000	\$ 19,050,800	\$ 10,949,200	\$ 5,114,059

* Includes expenditures FY22

WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2024 Budget (Preliminary)
For the Period July 1, 2023 - October 31,2023

In Demand Careers				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 1,005,100	\$ 122,759	\$ 882,341	12%
Personnel	\$ 1,005,100	\$ 122,759	\$ 882,341	12%
Administrative Services & Supplies	\$ 15,000	\$ 408	\$ 14,592	3%
Communication Costs	16,200	792	15,408	5%
Computer Services & Supplies	153,200	20,773	132,427	14%
Employee Development, Memberships & Subscriptions	12,000	709	11,291	6%
Employee Travel Costs	45,000	3,502	41,498	8%
Contracts, Events & Other Council Activities	3,729,200	3,028	3,726,172	0%
Rentals & Operating Leases	21,950	4,714	17,236	21%
Government Overhead & Insurance	2,350	-	2,350	0%
Operating Budget	\$ 3,994,900	\$ 33,927	\$ 3,960,973	1%
Grand Total	\$ 5,000,000	\$ 156,686	\$ 4,843,314	3%

In Demand Careers			
Month	Transfer In	Interest	Collection Cost
July	\$ 20,000,000	\$ 1,914	\$ -
August	(11,250,000)	-	-
September	20,000,000	-	-
October	(11,250,000)	18	-
November			
December			
January			
February			
March			
April			
May			
June			
FY24 Totals	17,500,000	\$ 1,932	\$ -

WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2024 Budget
For the Period July 1, 2023 - October 31, 2023

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	106,070		106,070	0%
Rentals & Operating Leases	-		-	0%
Government Overhead & Insurance	-		-	0%
Operating Budget	\$ 106,070	\$ -	\$ 106,070	0%
Grand Total	\$ 106,070	\$ -	\$ 106,070	0%

• **FY25 Budget Updates**

Wendi Secrist

- LAUNCH 1.0 (Adult)
 - Program inception to end of FY23 obligated \$23.5 M.
 - 7,300 participants.
 - Available for FY24 \$7.3 M (\$5.3 M from ARPA, \$2 M from WDTF).
 - 2,165 participants.
 - Additional \$2 M anticipated from ARPA to cover construction.
 - Likely will need to “turn-off” program in March.
 - WDTF Transfer Estimates based on UI trust fund changes. (Jani Revier)
 - New legislation would ultimately decrease the UI taxes for employers by decreasing the “reserve” multiplier from 1.3 to 1.2.
 - The tax rate that was frozen during the pandemic and wage growth will result in 70% unemployment tax increase to employers if legislation doesn’t pass.
 - Idaho has the 7th most solvent trust fund in the nation.
 - Overall legislation will:
 - Create savings to employers of \$116.4 M.
 - Increase WDTF contributions by \$14.6 M over 5 years by increasing the rate from 3% to 5%.

Discussion:

- Budget draft is with the Governor’s Office and Legislative Services, it will be released after the State of the State address in January.

- Do we anticipate Pushback? Yes, there are some concerns about LAUNCH funding. The \$70 M in the in-demand career fund needs to be moved into our budget.
- Important that the Council help communicate the importance and need for Launch.

Policy Committee Requests

Hope Morrow

- ***WDTF Annual Allocations**
 - Committee is working on Launch 2.0 (Student).
 - Also wish to apply training funds to Launch 1.0 (Adult).
 - Committee recommendation is to allocate 60% of future funding to Launch 1.0 and 40% to the remaining grant programs.
 - 1.0 has the highest ROI among WDTF grant programs and appears to be the most successful.
 - Can this move forward before the session?
 - Allocation process for WDTF is internal to the Council. It does not require legislative approval.
 - It can be adjusted in the future based on economic conditions.

Motion by Ms. Hope Morrow to approve the Policy Committee recommendation of a 60% - 40% split of future funding between Launch 1.0 and the other WDTF grant programs. Second by Mr. James Pegram. Motion Carried.

- ***LAUNCH Implementation Framework – Reversion/Repayment**
 - Early Reversion/ Recapture
 - Unsatisfactory academic progress:
 - Questions raised about wording on pay back within 6 months.
 - Is the payback reduced from balance?
 - Must align with institutions definition.
 - Define when 6 months begins – add “of notification from the Council”.
 - Expulsion:
 - Add 6-month language as noted above.
 - Voluntary drop, No Show:
 - Add 6-month language as noted above.
 - Job Out:
 - Policy Committee discussed not punishing students for moving into the workforce.
 - Transfer to ineligible program:
 - 6-month grace period, aligns with statute.
 - Appeals

Motion by Ms. Hope Morrow to adopt the proposed language in red for the Launch Framework with clarification that the 6-month period begins upon notification from the Council and removing the comma in the 3rd bullet under Appeals between “career” and “related”. Second by Ms. Sarah Griffin. Motion Carried.

Break: 10:25 – 10:35

One-Stop Committee Requests

Wendi Secrist

- ***Eligible Training Provider Policy**
 - Most complex policy we have under the Workforce Innovation and Opportunity Act.
 - IDOL implements the policy on our behalf.
 - Policy Overview:
 - Applies to Title I Funding – Adult, Dislocated Worker and Youth Programs.
 - Programs of study must be listed on the ETPL.
 - Eligible Providers Definition:
 - Institutions of higher education that provide a program that leads to a recognized postsecondary credential.
 - Apprenticeship programs.
 - Public or private providers.
 - Eligible providers of adult education and literacy activities under WIOA Title II, if such activities are provided in combination with training services.
 - Local boards if certain conditions are met.
 - Eligibility Criteria:
 - Training Provider Criteria:
 - Must have been providing training for 1 year in Idaho.
 - Collect data to satisfy the requirements in the Training Program Criteria of this document.
 - These do not apply to entities new to the state with established operations.
 - Provide a certificate of registration from the Office of the State Board of Education or other oversight body.
 - Organizations exempt from oversight do not qualify to be on the ETPL.
 - Provide the required data elements in IdahoWorks as directed by IDOL.
 - Submit 3 letters of recommendation from Idaho employers.
 - Successfully complete the Equal Opportunity questionnaire on the IDOL website.
 - Provide EEO survey to students.
 - Agree to collect and report required information.
 - Have a grievance policy.
 - Provide programs that are accessible to individuals that are employed and those with barriers to employment.

- Training Program Criteria:
 - Lead to an in-demand occupation – Appendix A.
 - Provide a high-quality experience.
 - Regional or national accreditation.
 - Not have a high dropout or loan default rate or a low job placement rate.
 - Industry endorsement.
 - Skills gain measured by assessment.
 - Physical or virtual facilities with appropriate tools or equipment.
 - Published in the provider’s catalogue and is available to all WIOA and Non-WIOA students.
 - Meets or exceeds a factor related to established WIOA performance outcomes.
 - Exceptions – training programs exempt from the ETPL requirements:
 - On-the-job training, internships, and work experience activities.
 - Registered Apprenticeship Programs.
 - Postsecondary Academic Programs.
 - Out-of-State Providers:
 - Must be on respective state’s WIOA ETPL.
 - Reciprocal agreement must be signed.
 - Case by case review.
 - Physical presence in Idaho.
 - Initial Eligibility Period – 1 year from date of approval.
 - Denial or Termination of Provider:
 - Administered by IDOL.
 - Appeal Process:
 - Administered through existing IDOL process.
 - Continued Eligibility Criteria:
 - Evidence that the provider and programs continue to meet criteria.
 - Provider has updated and submitted the information and performance data as required.
 - The occupations the provider’s training programs are aligned with and continue to be listed on the annually updated Appendix A.
 - Provider has provided reasonable access to training services throughout the state including rural areas and by using technology.
 - WIOA students have enrolled within the last 12 months.
 - Provider has delivered the EEO/Customer Satisfaction Survey to students and collected results.
 - Sign a new TPA form.
- Discussion:
 - Appendix A – policy committee will review next week.

Motion by Mr. Clay Long to approve the Eligible Training Provider Policy as presented. Second by Mr. John Young. Motion Carried.

Chair's Report

Deni Hoehne

- Committee Reports:
 - Purpose is transparency.
 - Calendar Year Review
 - Groundbreaking legislation.
 - Thank you to everyone for work you do in your communities that support Council.
 - Unprecedented success with the Child Care Expansion Grant program.
 - Intense effort by Stacy & the WDC accounting staff through LUMA transition.
 - WDC Staff growth.
 - Congratulations to Dr. Reberry on bringing LAUNCH to life.
 - Council openings:
 - 1 Veteran representative needed.
 - 1 Business representative needed.
 - 1 Business & 1 Union position in process

Executive Director Report

Wendi Secrist

- LAUNCH Update:
 - Outreach efforts:
 - Social media, TV, radio.
 - Meetings with students, counselors, parents.
 - Flyers are being put in Foodbank boxes.
 - Feedback sessions with students and counselors.
 - Handouts available for Council and committee members to share.
 - Key performance indicators being addressed by cross-agency committee under Dr. Kimberly Gardner.
 - Contingent Awards:
 - Letter from Governor and email week of December 18th
 - Text message reminder in January to those who have not responded.
 - Deadline for response is January 15.
 - Applications will roll back into the pool if no response.
 - No idea of acceptance numbers yet.
 - Students can still apply.
- Grant Management Platform:
 - Meeting with vendor next week.
- Update on Youth Apprenticeship Grant Update:
 - On track to hit the goal of 400.
 - Ben Davidson, Idaho Central Credit Union has been a tremendous supporter.
 - Going to expand in 2024.
 - Incorporate more high school students.

- Child Care Expansion Grants:
 - FY23 Success Story:
 - Kaniksu Healthcare/Hospital network in Sandpoint – 70 seats with priority for staff but open to community.
 - Have successfully recruited 2 new physician providers and child care was a factor.
 - FY24 - 18 applications left to review.
 - Funding meeting in February.
 - Wonderschool contract executed to provide technical assistance to small providers.
 - Small provider applications due early spring.
- Preceptor Incentive:
 - \$100k from WDTF/ \$100k from Blue Cross Foundation – will be fully obligated by Spring.
 - Associations are doing research on outcomes to take to the Legislature.
- Tech Hub Designations
 - Idaho received 2 awards.
 - INEC – Eastern Idaho and Wyoming – deploy advanced nuclear reactors.
 - North Idaho Advanced Manufacturing & Aerospace – Spokane & Coeur d’ Alene - goal is to start manufacturing larger airplane parts.
 - Must have a link with Workforce Development
 - Phase 1 last spring:
 - 31 applicants were awarded designation.
 - Phase 2:
 - Feb 29th application deadline.
 - Award amount \$40 – 75M.
- WIOA State Plan
 - Listening session overview.
 - Demographic groups:
 - Disabilities, Hispanic, elderly.
 - 16 – 24 yr. olds.
 - Not doing a good job of connecting our youth.
 - Justice-involved, individuals in the foster program.
 - Career pathways for in-demand:
 - Adult LAUNCH example.
 - Need to do better job of showing clear pathways.

Chair Closing Remarks

Deni Hoehne

2024 Meeting Calendar Reminder

- **March 6, 2024 (Boise)**
- **June 5, 2024 (Boise)**
- **September 11, 2024 (North Idaho?)**
- **December 11, 2024 (Virtual)**

A unanimous consent motion to adjourn made by Ms. Sarah Griffin. Second by Mr. Kelly Kolb. No objections.

Adjourned at 11:32 a.m.