BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director

Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL
514 W. Jefferson St., Boise, Idaho 83720

Date: Wednesday, December 13, 2023
Time: 9:00 AM – 12:00 PM Mountain Standard Time
Location: Zoom Meeting:

WORKFORCE DEVELOPMENT COUNCIL
AGENDA

*Action Required

Time	Item	Presenter
9:00 – 9:15 am	Welcome • Roll Call & Introductions • *Review/Approve Agenda • *Approve Minutes from September 13, 2023 Meeting	Deni Hoehne, Chair
9:15 – 9:30 am	WDC Budget Updates • Monthly Budget Report • FY25 Budget Updates	Wendi Secrist, Executive Director
9:30 – 10:30 am	Policy Committee Requests • *WDTF Annual Allocations • *LAUNCH Implementation Framework – Reversion/ Repayment	Hope Morrow, Policy Committee Chair
10:30 – 10:40 am	Break	
10:40 – 11:10 am	One-Stop Committee Requests • *Eligible Training Provider Policy	Wendi Secrist, Executive Director

A proud partner of the americanjobcenter network

11:10 – 11:45 pm	Chair's Report	Deni Hoehne, Chair
	• Committee Reports	
	Executive Director Report	Wendi Secrist, Executive Director
11:45 – 12:00 pm	Chair's Closing Remarks	Deni Hoehne, Chair

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

12:00 pm   Adjourn

Reasonable Accommodations for Persons with Disabilities: Please send requests three days prior to the meeting to Denise Hill, Idaho Workforce Development Council, 208-488-7567, or denise.hill@wdc.idaho.gov

*September 13, 2023 Meeting Minutes

WORKFORCE DEVELOPMENT COUNCIL
514 W. Jefferson St. Boise, ID 83702

Quarterly Council Meeting Minutes

Date:	Wednesday, September 13, 2023
Time:	8:30 a.m. – 4:30 p.m. (Mountain Time)
Location:	EIL – 775 MK Simpson Blvd. Idaho Falls

Council Member Attendees: Deni Hoehne, John Young, Ben Davidson, ~~Clay Long~~, Tia Davis (proxy for Clay Long), Jane Donnellan, Jeff Greene, ~~Tom Kealey~~, ~~Sergio Mendoza~~, Bill Reagan, Joe Maloney, Lori McCann, Sarah Griffin, James Pegram, Hope Morrow, James Smith, Kelly Kolb, ~~Marie Price, Linda Clark, Sean Coletti~~, Jennifer Palagi, Lori Barber, Carrie Semmelroth, Lt Gov Scott Bedke, ~~Debbie Critchfield,~~ Allison Duman (Proxy for Debbie Critchfield), ~~Anna Almerico~~

Staff: Wendi Secrist, Jenny Hay, Elaine Zabriskie, Matthew Thomsen, Denise Hill

Guests: Jodi Johnson, TPM INL; Teresa Pitt, IDVR; Heather Nunamaker, INL; Jeremy Johnson, INL; Lilly Bigelow, Paul Mitchell; Jolie Turek, Custer Economic Development; Brooke Dupree, LSO Budget & Policy; Matt Paskah IDOL; Ryan Whitesides, IDOL; Blair Piippo, EQUUS

*The Workforce Development Council is hereafter referred to as WDC.

Call to order at   8:30 a.m.

 Roll Call/Introductions – Quorum met.

Welcome to new member Ms. Amanda Logan, Ball Ventures.

*Review/Approve Agenda

Unanimous consent request by Ms. Hope Morrow to approve the agenda as presented. Second by Mr. Scott Bedke. There were no objections.

*Approve Minutes from June 7, 2023 Meeting

A proud partner of the **american**job**center** network

Unanimous consent requested by Mr. Jeff Greene to approve the June 7, 2023 Meeting Minutes as written. Second by Mr. Kelly Kolb. There were no objections.

WDC Budget Updates   **Wendi Secrist**

- **Monthly Budget Report WDTF**

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

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	$ 509,100	$ 36,993	$ 472,107	7%
Personnel	$ 509,100	$ 36,993	$ 472,107	7%
P Card Transactions (to be reimbursed from YARG)	$ -	$ 4,424	$ (4,424)	0%
Administrative Services & Supplies	10,000	$ -	$ 10,000	0%
Communication Costs	12,000	789	11,211	7%
Computer Services & Supplies	36,000	-	36,000	0%
Contracts, Events & Other Council Activities	284,750	-	284,750	0%
Employee Development, Memberships & Subscriptions	6,400	120	6,280	2%
Employee Travel Costs	25,000	4,645	20,355	19%
Government Overhead & Insurance	6,250	-	6,250	0%
Rentals & Operating Leases	25,000	-	25,000	0%
Operating Budget	$ 405,400	$ 9,978	$ 395,422	2%
Grand Total	$ 914,500	$ 46,971	$ 867,529	5%

Trustee and Benefits FY24	
Grant Reimbursement Spending Authority	$ 22,684,500
Innovation	133
Launch	4,005
Outreach	-
Employer	56,896
Industry Sector	28,933
Ending Balance	$ 22,594,533

WDTF Financial Summary	
WDTF Cash Balance 1/1/2023	$ 28,035,802
Revenue	375,468
Interest	81,454
Payments	50,110
WDTF Cash Balance 7/31/2023	$ 28,442,614
Obligated Employer Grants	$ 1,387,172
Obligated Industry Sector Grants	14,629,010
Obligated Innovation Grants	2,112,834
*Obligated Outreach Projects &	
Allocated Budget	181,143
Preceptorship	200,000
**LAUNCH	2,146,906
FY24 WDTF Admin Costs	867,529
Obligated Balance	$ 21,524,593

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	$ 373,170	$ 81,454	$ -
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
FY24 Totals	$ 373,170	$ 81,454	$ -

Unobligated Balance	$ 6,918,021
Proposals Under Review	40,000
Unobligated Balance if all funded	$ 6,878,021

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

S:\Fiscal\Budget\FY24\2023-07 WDC Report.xlsx

A proud partner of the **americanjobcenter** network

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

WIOA				
State Expenditure Category	**Budget**	**Actual**	**Under/(Over)**	**Actual %**
Salary & Benefits	$ 121,900	$ 3,467	$ 118,433	3%
Personnel	$ 121,900	$ 3,467	$ 118,433	3%
Administrative Services & Supplies	$ 1,000	$ -	$ 1,000	0%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	-	31,425	0%
Employee Development, Memberships & Subscriptions	17,575	-	17,575	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
Operating Budget	$ 50,000	$ -	$ 50,000	0%
Grand Total	$ 171,900	$ 3,467	$ 168,433	2%

YARG				
State Expenditure Category	**Budget**	**Actual**	**Under/(Over)**	**Actual %**
Salary & Benefits	$ 94,400	$ 7,398	$ 87,002	8%
Personnel	$ 94,400	$ 7,398	$ 87,002	8%
Administrative Services & Supplies	$ 675	$ -	$ 675	0%
Communication Costs	660	-	660	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	27,665	-	27,665	0%
Employee Development, Memberships & Subscriptions	1,000	-	1,000	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
Operating Budget	$ 30,000	$ -	$ 30,000	0%
Grand Total	$ 124,400	$ 7,398	$ 117,002	6%

Trustee and Benefits	**Beginning Balance**	**Apprentice Disbursements**	**Third-party Disbursements**	**Ending Balance**
Grant Reimbursement(s) Spending Authority	$ 636,500	$ 4,623	$ 14,900	$ 616,976

A proud partner of the **americanjobcenter** network

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

ARPA WFDT				
Category & Grantee	**Budget**	**Obligated**	**Unobligated**	**Disbursements**
Idaho Launch	$ 5,377,411	$ 3,559,715	$ 1,817,697	$ 153,277
Talent Pipeline Management (TPM) – Regional Coordinators	$ 1,036,726	$ -	$ -	$ -
1 Percent Consulting		148,790		12,712
Idaho Associated General Contractors		147,314		
Center for Advanced Energy Studies		150,000		
Coeur d'Alene Area Economic Development Corp		148,000		83,830
Clearwater Economic Development Association		140,657		
College Southern Idaho		150,000		19,636
Idaho Manufacturing Alliance		151,965		5,050
Reserved for CHIPS Act Projects	$ 17,808,863	$ -	$ 17,808,863	$ -
Next Steps Idaho Investments	$ 125,000	$ 125,000	$ -	
Idaho Launch Website & Marketing	$ 175,000	$ 275,000	$ -	$ 18,500
Salary	$ 153,000	$ 153,000	$ -	$ 8,753
Operating	$ 324,000	$ 324,000	$ -	$ -
Grand Total	$ 25,000,000	$ 5,473,440	$ 19,626,560	$ 301,758

ARPA Child Care				
Category & Grantee	**Budget**	**Obligated**	**Unobligated**	**Disbursements**
Child Care Grants	$ 14,798,900		$ -	$ -
Salary	$ 186,100	$ 186,100	$ -	$ 12,093
Operating Budget	$ 15,000	$ 15,000	$ -	$ 2,156
Grand Total	$ 15,000,000	$ 201,100	$ -	$ 14,249

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%

A proud partner of the **americanjobcenter** network

- **FY25 Budget Request**
  - Requesting reappropriation of all ARPA funds to continue paying out grants. All funds should be obligated by June 20, 2024. WDC has until December 2026 to fully expend funds.
  - Salary funding for two of the ARPA positions was not included in the base budget. Asking for those funds in a line item.
  - Line-item request to transfer the remainder of the in-demand careers fund (~$70M) into budget for Adult LAUNCH grants.
- **Idaho LAUNCH (1.0) Report**
  - We're seeing a rise in CNA and healthcare.
  - Demographics of LAUNCH
    - We're serving primarily men, which partly makes sense. Men ages 20-29 often didn't go on to college, so we're training folks who haven't previously had access.
    - LAUNCH 2.0 provides the ability to serve everyone and catch people before a significant amount of time passes.
  - We obligated $13M in 2023, and already obligated much of the funds for FY24.
    - Determination to transfer additional funds will be made and the amount.
    - What determines this decision?
      - Cost of cancellations?
        - They amount to less than 1% of total disbursed funds.
        - Paid out 82K, collected all but $3800.
      - Continue to pursue outstanding funds from cancellations.
      - 3.5% cancellation rate, what are the outcomes and increases in income for those that complete.
      - Information on these outcomes at the December Council meeting, typically $15 – $20K increase in salary.
  - Once we have LAUNCH 2.0 funding, we'll have to determine how much we'll fund 1.0 out of the WDTF.

Policy Committee Requests   **Hope Morrow**

FY24 WDTF Allocations
- Currently $3.3M of the $5.5M is obligated.
- Recommendation is to move $1M of WDTF to cover through December.
- Currently seeing LAUNCH as the highest need, highest demand, and most successful program we have.

Motion by Mr. John Young to approve the recommendation of the Policy Committee to move $1M in WDTF to Idaho LAUNCH. Second by Mr. Scott Bedke. Motion Carried.

 LAUNCH Implementation Framework

- Grant (72-1204 1.d and 1.g)
  - Reimbursement may be no more than 80% of total tuition and fees or more than $8000.
  - Recommendation to add "Grant funds may not be refunded to a student."
- In-Demand Career List
  - Policy Committee recommends "in-demand" be defined as occupations with 50 or more annual openings. Further recommends eliminating growth rate as a factor.
    - IDOL analysis every other year per their grant
      - Annual analysis would require a budget from Idaho LAUNCH costs.
    - Data driven crosswalk being used to determine careers that don't require training.
    - The current list has 242 lines.
    - Database in Next Steps Idaho
      - Jobs will link to programs available at institutions.
    - The Policy Committee is discussing a recapture policy for recouping funds due to cancellations and other circumstances.

Motion by Mr. James Pegram to accept the proposed language in red for the Launch Framework referencing the In-demand Career List. Second by Mr. Kelly Kolb. Motion Carried.

Motion by Ms. Sarah Griffin to accept the proposed language in red for the Launch Framework regarding Grant amount and that it cannot be refunded to students. Second by Ms. Lori McCann. Motion Carried.

*Prioritization of Grant Awards (72.1205 2.c.1)
- The proposed change for 2024 applicant prioritization would be based off In-demand careers only and:
  1. Those not aligned would be excluded.
  2. If additional prioritization is necessary, a rank order of the remaining in alignment with their chosen career would be used.
     - Highest number of annual openings to lowest.
     - Awards would be made until funds were exhausted.
     - Multiple applicants for a career where a cut-off needs to be made, date of application would be used.
- Discussion
  - Staff reviewed many options to prioritize based on financial need and determined it is not feasible without further direction from Legislature.
  - Legislation gave two methods to use for in-demand careers, number of openings or projected growth rate.
  - No prioritization for industry is provided in law.
  - Prioritization will depend on the number of applicants.

- o Multiple application windows but Nov 30th is the priority.
- o The application count will be available in December.
- o #2 seems to help us have a policy before it is needed and communicates an expectation.
- o 20,000 – 21,000 thousand seniors will graduate in 2024

Motion by Mr. James Pegram to approve the Prioritization of Grant Awards as written. Second by Ms. Jani Revier.

- Further discussion
  - o The second section is based in what ifs, more comfortable waiting until appropriation is made before defining the prioritization further.

Substitute motion by Mr. Bedke to not adopt items 1 & 2 in red in the Prioritization of Awards section. Second by Mr. John Young.

Amended substitute motion by Ms. Hope Morrow to keep prioritization 1, keeping the language about prioritizing community college programs to In-demand careers and eliminating 2. Second by Ms. Lori Barber.

Withdrawal of initial substitute motion by Mr. Bedke in support of the amended substitute motion. Agreement by Mr. Young to the same.

- Further discussion on amended substitute motion – none.

Amended substitute motion carries.

*Extensions/ Exceptions and Extenuating Circumstances (72.1205 3)
- 5 acceptable circumstances.
  - o Religious service.
  - o Military service.
  - o Peace Corps or AmeriCorps service.
  - o Health or medical issues.
  - o Program is not available for the fall semester following graduation.
- All require appropriate documentation.
- Grammatical error first line of the process, add the word "be".
- Health or medical issues should tie to FMLA, as it is established and well known.

Motion by Mr. Pegram to approve the language as written, making the grammatical change and referencing FMLA language for Health and Medical Issues. Second by Ms. Jani Revier. Motion carried.

Break: 10:29 a.m. – 10:50 a.m.

Child Care Expansion Grant Success Stories   **Sarah Griffin**
- **Teton Regional Economic Coalition**

- o Driggs, Idaho
- o Nonprofit started as economic development for the Teton Valley - recruiting new business and strengthening existing businesses.
- o 2023 Grant Award just over $1M creating 78 new seats.
- o Received a donated property which is being moved to a final location on school district owned property.
- o Awarded in March 2023, expecting to enroll late 2023 or early 2024.
- o Partnered with the Collaborative for Early Learning (TVCEL).
- o Teton Valley is a Childcare Desert, the need far outstrips the demand.
- o All 78 seats are currently spoken for.
- o Comments
    - ▪ Within the application process is there anything regarding accessibility and children or parents with disabilities
        - • One of biggest asks currently is bringing existing facilities up to ADA compliance.
        - • In policy, child care centers can serve children with disabilities above the age of 13.
        - • Providers are understanding the need and working to meet it.
- **Whole Child Early Education and Childcare**
    - o Rexburg, Idaho
    - o 2 facilities
    - o $76k Grant Award
    - o Upgrading home facility to 9 seats
        - ▪ Toys, yard upgrade
    - o Applying this year for larger facility
        - ▪ 64 seats
        - ▪ ADA compliant
        - ▪ Public restroom
    - o The current wait list is 6 applicants for every 1 additional seat.
    - o Enrolling in November 2023
    - o Heard about the Grant program through Idaho STARS

Council Discussion on Impacts of AI on the Workforce   **Kimberly Gardner**

Dr. Gardner presented on the topic of AI, what it is and what it is not and how we can apply it to what we are doing.

- • It is here, not on the horizon.
- • There are issues that everyone needs to be thoughtful of when engaging with it.
    - o What it is
        - ▪ A machine with inputs and outputs
        - ▪ Input is the data and queries.
        - ▪ Humans are a substantial part of the input; we produce the data and queries.
        - ▪ Let's not inflate how intelligent AI really is and let's not conflate it with human intelligence. They are not the same.

- - - Currently, it is deep learning that can process large, complex amounts of data.
  - What it is not
    - It is not human intelligence.
    - It cannot act without input from us.
    - The responsibility to use it well falls on us.
    - It is biased because we are, and we provide the input.
  - Where can it be applied?
    - Talent acquisition
      - Sifting through hundreds of resumes quickly
      - Match talent to available positions
        - AI can discriminate if left unchecked.
    - Automation
      - Some fear that it will replace humans because it can generate content and imitate human speech.
      - Gives nothing but full attention, sole focus is the query.
      - Chat GPT is good at writing, generates reports in seconds if the prompt is correct.
      - Mental health, chatbot can be more empathetic.
  - AI will not replace humans, but humans with AI will replace humans without AI.
  - What are the opportunities?
    - The Council can keep tabs on the changes as they happen.
    - Help create training materials.
    - Marketing based in segment population.
    - What skill sets will come back and be more heightened?
    - Manage cost and rebalancing, maybe focus on small business.
    - Leverage resources

Discussion:

- Pearson Survey – 64% of educator respondents said it would fall to educators to prepare the workforce for AI, but they are not working with the developers.
- Some institutions came out with policies about AI the second it was released. Those are now dated and defunct. Educational institutions need to be deeply involved in preparing people for this. Workforce Development needs to be a part of this.
- Chat GPT Experience: produced a training outline saving 2 – 3 hours of research. Input was topic, timeframe. Had to have knowledge of all topics on the final output to ensure accuracy.
- Chat does the research and synthesizes in seconds, but you have to fact check.
- Experience: trade secrets released to the public through use. An extremely high skill set is needed for fact check.
- If using it to screen applicant's resumes, what about those created through AI won't they outshine those that aren't and is this fair and unbiased?
- Many state legislatures have passed laws that prohibit the use of AI in talent acquisition.

- Many businesses are creating task forces to look at all aspects like remote workers, reviewing tools and creating parameters.
- What about intellectual property? How do you copyright something that was created by AI?
- Utility Industry, what if AI could speed up how fast we could meet demand.
- Idaho Power has created a project about this, ensuring we educate on both the opportunities and the risks. AI could detect an outage quickly, identify the fault location, etc.
- Most existing platforms are integrating AI for a premium price.
- No legal framework at present, and the legislature may create a commission to oversee it.
- Concerns
  - You must know what to input.
  - Chat GPT - what is shared becomes public domain.
  - How many folks have been screened out of the hiring process by using AI screening.
  - Employees working remotely and using the tool.
  - There is a human component to it. Does our uncomfortable feeling around it make the bias worse?
  - Education – students will use it – so writing policies and procedures need to manage this.
  - Risk in layering tools
  - Detection tools are not the best yet.
  - What does this do to internal candidates?
  - Equitable access

Lunch: 12:23 – 1:28 pm

WIOA Listening Session **Wendi Secrist / Elaine Zabriskie**
State Plan Intro
- One of our responsibilities is to facilitate the development of and submit the WIOA state plan. We must submit a new one every four years, with modifications at the two-year mark. This is an enormous project that multiple agencies are a part of. CTE with Adult Ed, the Commission on Aging, IDOL, IDVR, ICBVI, and many other partners assist with this. The State Plan is a lengthy document. The first 35 pages of it is an economic and workforce analysis that is amazing. It really tries to dive into different parts of the workforce, it goes deeper into industry analysis, which parts of the workforce are more engaged, and this helps us to set goals for the workforce system. That analysis is just getting started, we'll have it the Friday before Thanksgiving. In addition to that, we're also doing listening sessions. We need to get out into communities and get a handle on what's happening. We must talk to elected officials and local employers to ensure we have a deep understanding of what's going on in the local economy. Last time, we did 16 listening sessions, this time, we just have 8.
- These groups are made up of local employers, elected officials, and others.
- We still have the Pocatello area, North Idaho, and Treasure Valley to complete. Today is an opportunity to dive deeper into the employer's perspective. Everyone needs to put on their employer hat.

- Once complete, the WIOA Advisory Group and One-Stop Committee will go through the workforce analysis and the listening sessions and use that to set goals for the state plan.
- We had four goals in the last state plan.
  - Outreach – do people know who we are?
  - Service to business/coordinating across agencies.
  - Supporting rural Idaho.
  - Sector strategies, career pathways, and talent pipeline management – how do we align the needs of employers with the education system.

Ms. Secrist facilitated discussion around the following questions. A transcript is available upon request.

- What services are you currently using from the workforce system? How are you engaging with this system?
- Are there any reasons that you wouldn't use the workforce system partners?
- Do you sense that the agencies, the different partners, are collaborating?
- What should the workforce system be doing to support employers in Idaho?
- What could Idaho's education and training system do to better align with workforce needs?
- What are 3 things you think are working well?

Break: 2:30 – 3:00 pm

Energy Industry Deep Dive   Hope Morrow/ Eleanor Taylor/ Jennifer Jackson
- Advanced Energy & Cyber Security Systemic Workforce Development
  - Introduction and welcome, Alison Hummel INL Chief of Staff.
    - Currently employ 6000 individuals.
    - Growing across all sectors.
- Jennifer Jackson, STEM Programs and Tribal Engagement
  - Pre-K up to 12th grade, and community colleges, sweet spot for STEM engagement is 3rd – 6th grade. This is when STEM identity is built.
  - Our approach is a cohesive talent pipeline being created for INL and our partners.
  - Engaged with 21,000 students last year, 900 teachers and principals, and 214 STEM events.
  - 3 buckets
    - DEIA – target specific populations.
      - 4 identified as being underserved and underrepresented, 68% outreach last year.
        - Rural/ Remote 39% of programming targeted here.
          - Customize, go to the communities, listen.
        - Economically disadvantaged groups – Title 1 schools.
        - Female
        - Ethnic and racial minorities, Hispanic and Tribal groups are primary targets.
    - Prepared Workforce.
    - Employee Engagement – Best Ambassadors.

A proud partner of the **americanjobcenter** network

- - Every job is a STEM job at INL.
  - o Great Programs
    - STEM Scholars
    - My Amazing Future – 300 8th grade girls gathered to talk about STEM.
    - Rural STEM Collaborative – rural schools collaborate and figure out how we can best engage them.
    - High School Science & Engineering Summer Program – paid summer internship to engage high school students.
    - INL Future Corps – another path for high school students that focuses on CTE/ trades/ crafts. After two years they should be ready for the job.
    - Employee Engagement
- Eleanor Taylor, Accelerating Industrial Cybersecurity Workforce Development
  - Talent pipelines at the national level, not for INL
  - My role is to improve national security through cybersecurity.
  - We talk about energy security, but that's really closely linked to our economic security and cybersecurity.
  - Leveraging INL Collaborations with the State of Idaho
  - What INL focuses on is protecting our energy systems from cyber attacks
  - o Adopting an ecosystem approach
    - Learners can be youth, transitioning workers, or returning workers.
  - o Wages
    - Cybersecurity is one of the top 20 fastest growing fields in the country.
    - There are over 7K openings in Idaho alone.
  - o Workforce capability gaps
    - We expect 8 trillion in damages from cybercrime just this year.
    - Over 90% of national control systems cybersecurity needs are not being met.
      - Dams
      - Levee controls
      - General infrastructure
      - Power system protection
  - o IT and Operational Technology have a lot of new constraints – for instance, we can't have down time for some services.
  - o Cybercore University Collaboration Lab
    - Aligns interdisciplinary programs to address national challenges.
    - Partner to advance control systems cybersecurity.
    - Help students connect dots between their interests and our needs.
    - This methodology was created at INL just last year and is being launched nationally.
    - We're trying to bring cyber into the engineering system like we do safety and cost. All staff members need to understand vulnerability points.
    - Right now, we're retrofitting everything. That's not efficient.
  - o Idaho is a leading region in putting this expertise into practice.
  - o More great programs
    - Consequence-Driven Cyber-Informed Engineering – think like the adversary.

- Cybercore Summer Camp – has grown to take place at BSU, CWI, CSI, CEI, and LCSC
- Idaho Cyber Range – Institutions connecting to the lab.
- B-sides Cyber conference is coming up.
- Cyber escape rooms – develops teambuilding and skills for students, and different types of careers for cyber.
  - Takeaways
    - Idaho is a force multiplier when we talk about cybersecurity.
- Hope Morrow, INL Creating a Secure, Resilient, Clean Energy Future
  - Market Analysis and Community Benefit
    - Everything we do at the Council is driven by demand data and analysis.
    - Everything we do at the Lab in Workforce Development is based on that same data.
    - We are the only lab in the DOE system that does this – this content was just presented to Congress two weeks ago an example for the nation.
    - It is our job to tell education providers and trainers what we need.
  - Upcoming openings and strategies
    - We hired over 1K people just this last fiscal year.
    - We expect over 3K in the next few years.
  - Labor Market Analysis
    - We've been in a recession for a while now, and we're doing just fine.
    - Our labor force is saving us from what we typically suffer from in a recession – that tight market is stemming the symptoms of the recession like mortgage defaults.
    - But there are a lot of downsides to a recession – that usually triggers lots of people to come back to education and reskill.
    - They're not doing that. They're all at work.
    - So how do we reskill? How do we stay relevant? We use LAUNCH.
    - We are now having to incentive students to pick training, because McDonalds pays $15/hr., and they don't need training.
    - Building Idaho's Energy Future
      - We've had a hard time connecting quick-changing resources to develop the GDP and the robust economy that we can have – that's all difficult to articulate.
  - Supply chain
    - Really important to get nuclear reactors constructed.
    - Being able to do that on budget and on time is essential to our work.
  - Industry Demand Data
    - IDOL does a great job representing all industries, all data, all the time.
    - INL has taken a lot of steps to involve themselves in this process.
    - We need to work collaboratively to ID what kinds of jobs for Idaho to maintain our place, if not advance further – which we want to do.
    - BLS data is put together by the Occupation and Employment Survey. They take all the data based on NAICS codes. That's what's required for Idaho employers to report. Then they do a thing called the occupational employment supplemental survey, where they call you. Then they extrapolate the survey data across each

industry individually. This is different because there's no interpolation, no stretching. This is advanced energy employers doing a survey and publishing it.

- o TPM
  - We've done a good job as a Lab partnering with the state.
  - We work with Jolie and Jody (Region 5 coordinators) on TPM
- o Community Engagement
  - We are finding innovative ways to do more than hand out money. We give more meaningful support.
  - We've also worked hard to develop community college relationships.
- o Eastern Idaho Workforce Training Center
  - We didn't have a facility where industries could get close to potential new employees or do advanced training.
  - The county and the college came together to put training in this building.
- o Engagement
  - We've kicked off Energy Days, a multi-day event to give students access to recruiters and leadership, ask questions, and get involved.
  - In addition, INL facilitated a coming-together of higher education and industry to talk about how we could get more students in the pipeline. It was an extraordinary day of coming together and developing great ideas.
  - The new facility will house all the advanced energy technician training that does not require an advanced degree. We have an entire bay for people to facilitate training on behalf of industry employers who can pay their part and receive great training for their workers. We're also working on the STEM lab.

Council Chair Report   **Deni Hoehne**

- Committee Reports
  - o Career Ready Students   Allison Duman
    - $45M one-time appropriation to enhance rural CTE.
    - 13 grants have been approved so far from 41 proposals.
    - The largest was $6.5M from the Pocatello/ Chubbuck school district to help complete their CTE Center, Region 5 was the last district in the state that did not have a consolidated CTE location.
    - The Potlatch School District was awarded just under $1M to expand their welding program and start building out a logging program.
    - Complete list on the Department of Education website.
  - o James Pegram – State Rehabilitation Council
    - Our goal is to improve the quality of VR services for residents of Idaho.
    - Members serve a 3-year term.
    - Be an advocate for legislation important to the group.
    - Annual report – data used to adjust and improve services.
  - o Jane Donnellan
    - Recipient of services stories are very touching.

- James is retiring at the end of December. Ask that someone from the WDC consider replacing him.

Executive Director Report   **Wendi Secrist**
  - CNA Advisory Committee
    - Healthcare workforce strategy group
      - Entire Healthcare system is facing critical workforce shortages in all roles.
      - 3 sub committees
        - Policy
        - Education/training
        - Attract and retain - unique ways to address housing, transportation, dependent care.
  - Events coming up.
    - Governor and Lt. Governor will be spending October and November on LAUNCH awareness.
    - National Apprenticeship month is coming up.
    - Resource kits for LAUNCH are going out and billboards are going up.
    - Scholarship Idaho is in the final testing phase.
    - LAUNCH values all career pathways.
      - 46% of Americans feel they are underemployed or in a job that doesn't fully utilize their skills, training, or experience.
      - 1 billion workers will need to be reskilled by 2030.
      - 42% of jobs are expected to require different skills by 2024.

Chair Closing Remarks   **Deni Hoehne**
- Takeaways:
  - Appreciated all the sharing of our successes and reminding ourselves of the work we're doing and the impact we're having. Great industry deep dive. The tour, the meeting, was valuable time spent.
  - Excited about LAUNCH, and all the opportunities our kids will have across the state. Not only our kids, but our employers, our whole economy. We have some challenges in the legislature, and all of you – if your industry has an employer day on the hill, please tell them how important this is, make a big deal, we could really make a difference in the legislature. We need to keep this in front of them and show them how wonderful this can be for our kids.
  -
- **2024 Proposed Meeting Calendar**
  - **March 6 Boise**
  - **June 5 Boise**
  - **September 11 North Idaho – suggestions for industry**
  - **December 11 Virtual**

Motion to adjourn made by Ms. Jani Revier. Second by Mr. Bill Reagan.   Unanimous consent.

Adjourned at 4:24 p.m.

WDC Budget
Updates

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.

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 & Subscription	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 & Subscription	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 WFDT				
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	$ -
Lost 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
Kaniksu 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 Roost 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 & Subscription	-		-	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%**

*WDC Annual Allocations

MEMORANDUM

Date: **December 13, 2023**

To: **Council Members**

From: **Hope Morrow, Policy Committee Chair**

Subject: **Allocation of Workforce Development Training Funds**

The Policy Committee has reviewed relevant performance data for the Workforce Development Training Fund including an analysis of Employer, Industry Sector, and Innovation Grants; Outreach Projects; and Idaho LAUNCH. While the data strongly suggests that Idaho LAUNCH delivers the best return on investment, the Policy Committee believes that it is important to continue funding the other grant programs as they are often used develop new programs that respond to the changing needs of Idaho's employers. The goals of the Workforce Development Training Fund are:

1. **Increase the economic mobility of Idahoans** through training that leads to wage gains and retention.
2. Provide **timely assistance to businesses** while shifting focus to broader talent pipeline development strategies that serve multiple employers.
3. 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.
4. **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).
5. Promote **innovation in talent development**.
6. Encourage **replication of best practices** in talent pipeline development.

The table below provides an overview of WDTF grants of how each program aligns with the six goals. **The Policy Committee recommends, beginning with state fiscal year 2024, that 60 percent of the available Workforce Development Training Funds be allocated to Idaho Launch, with the remaining 40 percent available through the other grant programs.**

Allocations will be calculated as follows:
      WDTF Revenue – Administrative Cost = WDTF Grant Balance
      WDTF Grant Balance x 60% = Funds available for Idaho LAUNCH; remainder available for grant programs

	GOAL 1 Increase Economic Mobility	GOAL 2 Assistance to Business	GOAL 3 Job Creation and Tech Integration	GOAL 4 ROI to Idahoans	GOAL 5 Innovation in Talent Development	GOAL 6 Replication of Best Practices
Employer Grant *(including Registered Apprenticeship & Preceptor Incentive)*	X	X	X	X		
Industry Grant	X	X		X	X	X
Innovation Grant	X	X		X	X	X
Outreach Grant	X				X	X
Launch Grant	X	X		X	X	

*Idaho Launch Implementation Framework

Idaho Launch Implementation Framework

Eligible Institutions (72-1204 1.e.)

1. A training provider as recognized by the council under the Workforce Innovation and Opportunity Act or the Workforce Development Training Fund.
2. A board of trustees of a community college was established pursuant to the provision of Chapter 21, Title 33, Idaho Code.

Institutions/providers and programs can be found at https://lmi.idaho.gov/data-tools/occupations-in-demand/

Eligible Students:

Accredited High School or **its Equivalent** in Idaho as Determined by the Board (72-1204 1.f.ii.)

State Board Minutes Approved on October 18, 2023

Home schooled students must provide a transcript of subjects taught and grades received signed by the parent or guardian of the student; or a student who has obtained a general equivalency diploma by not later than the age of 21.

Career Pathway Plan Minimum Requirements (72-1204 1.f.iv.)

To receive Idaho LAUNCH funding students will be required to complete three (3) activities in Next Steps Idaho:

(1) Plan Smart Assessment including the Reflection

(2) Interest Profiler Assessment including the Reflection

(3) Work Values Assessment

-Or-

Submit for approval to Idaho Workforce Development Council the district / school Senior Project that aligns to Career Exploration. Senior Project is an expected graduation requirement; thus, with a Career Exploration component for Senior Project this would meet the Idaho LAUNCH requirement.

-Or-

Submit the district / school's Career Exploration Plan. Once students graduate there will be a crosswalk completion between applications for Idaho LAUNCH and high school graduation or equivalent as defined by the Idaho Office of State Board of Education. The district / school will be responsible for completing the crosswalk from the Idaho LAUNCH applications that the Idaho Workforce Development Council provides.

Grant (72-1204 1.d and 1.g.)
In no case shall the council reimburse more than eighty percent (80%) of a program's total tuition and fees, or more than eight-thousand dollars ($8,000), whichever is less. Grant funds may not be refunded to a student.

The Council establishes the maximum grant amount to be $8,000 per eligible student (cannot exceed $8,000).

In-Demand Career List (72-1204 1.i)

In-demand careers, as determined by the Council, have a minimum of 50 annual openings statewide.

A list of in-demand careers can be found here https://lmi.idaho.gov/data-tools/occupations-in-demand/

Prioritization of Grant Awards (72.1205 2.c.i)
Grant awards shall be prioritized first based on the pursuit of in-demand careers. If additional funds remain, prioritization shall then be based on financial need.

For the Class of 2024, prioritization shall be done based on pursuit of in-demand careers. The following process shall be used, in order, until the funding cap is reached:

1. Applicants pursuing programs at community colleges that are not aligned to in-demand careers will be excluded.

Extension/Exceptions and Extenuating Circumstances (72.1205 3)

Acceptable Extensions/Extenuating Circumstances & Required Documentation:
- Religious Service
    - Call letter or similar from verified religious organization.
- Military Service
    - Orders/enlistment papers
- Structured Volunteer Service with Peace Corps or AmeriCorps
    - Copy of contract
- Health or Medical Issues
    - Letter from medical provider (sufficient to meet FMLA requirements) stating that they can't receive reasonable accommodations from the training provider.
- Program Not Available Fall Semester Following Graduation
    - A letter from the approved training provider with the date they will be admitted to the program.

Process:
To request an extension / extenuating circumstance the participant will be required to submit documentation at one of two intervals:
- Upon initial application to receive Idaho LAUNCH grant, knowing that one of the exceptions/extension circumstances will need to be applied the year following high school graduation.
- After entering an education / training program and a break (greater than 6 months) is needed.

Extension / Extenuating Circumstance Guidance for Review:
- Extension will be approved for the length of the first commitment of service/medical provider note (sufficient to meet FMLA requirements) as provided in the documentation.
- Must show proof of completion at end to be included in the next available application cycle.
- Can not initially defer for more than 2 years from high school graduation.

Early Reversion/Recapture of Grant Funds (72-1205 6)
A participant may have their grant funds reverted, or be required to pay back their grant in the following circumstances:

Unsatisfactory Academic Progress:

- Unsatisfactory Academic Progress means that a student does not meet the definition of the institution or training provider's satisfactory progress. Part-time students who meet all other criteria for satisfactory academic progress shall be exempt from this section.
- If an institution or training provider reports unsatisfactory academic progress, the participant shall pay back the LAUNCH grant funds used for the time period with unsatisfactory progress. These funds must be paid back within six (6) months and additional funds will not be disbursed until they are paid back.

Expulsion:

- Expulsion is defined by each individual institution and / or industry standard.
- Participants shall be required to pay back the LAUNCH grant funds used for the time period in which the expulsion occurred. These funds must be paid back within six (6) months and additional funds will not be disbursed until they are paid back.
  1. If the participant is going through an appeals process with the education / training provider, any additional action by LAUNCH will be on hold until the final determination is made.

Voluntary Drop/No-Show:

- Participants who exit their program prior to completion shall be required to pay back the LAUNCH grant funds used for the time period in which the drop/no-show occurred. These funds must be paid back within six (6) months and additional funds will not be disbursed until they are paid back.

Job Out:

- Participants who drop their current education / training program due to transitioning to gainful employment in an Idaho LAUNCH in-demand career, related to their training program or approved by the WDC Policy Committee, will not be required to pay back funds. However, the participant will be required to provide documentation in the form of two (2) months of pay stubs. The participant forfeits the remainder of their Idaho LAUNCH funds.

Transfer to an ineligible program after successful completion of a course or semester:

- Ineligible program means a program that does not meet the eligibility criteria for Idaho LAUNCH. This could include transfers to out-of-state providers.
- Participants will have up to six months to re-enroll in an eligible program; if participant doesn't re-enroll in an eligible program they forfeit the remainder of their LAUNCH funds.

Appeals

If a participant does not agree with a decision made on their Extension request or is asked to repay funds under the Voluntary Drop Out/No-Show policy, they can appeal by submitting a detailed explanation to idaholaunch@wdc.idaho.gov.

- The appeal must be received by the Idaho Workforce Development Council within 45 days of the date of letter sent by the WDC explaining the denial or request for repayment.
- An appeal on an Extension request must include updated documentation meeting the requirements for extensions.

- An appeal on repayment for Voluntary Drop/No-Show must include evidence of gainful employment in an Idaho LAUNCH in-demand career, related to their training program or approved by the WDC Policy Committee, including two (2) months of pay stubs.

Process
- Staff reviews initial appeal to ensure it aligns with the requirements to the allowable extensions.
- Staff will research the issue and determine if the requirements for extension are met.
- Decision made is final.

*ETP Policy

Idaho Policy for
WIOA Eligible Training Providers
Idaho Eligibility Criteria and Procedures
Adopted XX-XX-XXXX

References:
- WIOA Section 122
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 03-18
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 08-19
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 08-19, Change 1
- 20 CFR §§ 680.400 – 680.530
- Idaho Policy for WIOA Eligible Training Providers Idaho Eligibility Criteria and Procedures, Adopted 04/07/2020
- 29 CFR 38.13

Introduction:

The Workforce Innovation and Opportunity Act (WIOA) requires states to approve training providers before funds can be used to pay for occupational skills training. The Governor (via the Idaho Workforce Development Council) is charged with developing the process for determining how training providers may qualify for inclusion on Idaho's Eligible Training Provider List (ETPL). The Idaho Department of Labor (as the State Administrative Entity under WIOA) implements this policy and maintains the ETPL.

This policy meets the requirements outlined in WIOA Section 122, TEGL 8-19, and 8-19, Change 1. The ETPL causes for denial, termination, and the appeals process are also outlined in this policy.

Eligible Training Providers and Programs of Study:

The WIOA statute and the Final Rule distinguish between eligible training providers (ETPs) and programs of study, as one ETP may provide multiple programs of study for a variety of occupations. Determining ETP eligibility is therefore a two-tier approach. First, the training provider must be an eligible entity to provide training, as listed in the Training Provider Criteria section later in this issuance. Second, the training program(s) offered by an approved training provider must meet eligibility and performance criteria delineated later in this document. For a training provider to receive WIOA Title I-B training funds for adults, dislocated workers, and out-of-school youth aged 16-24, the programs of study must be listed on the ETPL.

An ETP is a provider of training services who has met the eligibility requirements to receive WIOA Title I-B Adult or Dislocated Worker funds through the issuance of an individual training account (ITA) for the purpose of providing training services to eligible individuals. ITAs are also permissible for Out-of-School Youth aged 16 – 24, when appropriate. Each ETP's training programs are subject to the eligibility requirements in WIOA Section 122 and the regulations at 20 CFR part 680 Subpart F.

Eligible Providers of Training Services

WIOA 122(a)(2), 20 CFR 680.410, TEGL 08-19, TEGL 08-19 – Change 1

Subject to meeting federal and state eligibility criteria, WIOA eligible training providers must be one of the following entities:

- Institutions of higher education that provide a program that leads to a recognized postsecondary credential;
- Apprenticeship programs, including Registered Apprenticeship Programs (RAP), National Program RAPs, and Industry Recognized Apprenticeship Programs (IRAPs). See *Idaho Policy for WIOA Eligible Training Providers-Idaho Eligibility Criteria and Procedures, Training Program Criteria* for more detail;
- Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations;
- Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in 20 CFR § 680.350; and
- Local boards if they meet the conditions of WIOA Section 107(g)(1).

Eligible Programs of Training Services
Adapted from 20 CFR 680.420

The Eligible Training Provider List is composed of approved eligible training programs. Both training providers and their individual programs must meet eligibility standards. A *program of training services* is defined as one or more courses or classes, or a structured regimen that directly leads to employment in an in-demand occupation. The training must lead to the following:

- An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State involved or the Federal government, an associate or baccalaureate degree;
- Employment; or
- Measurable skill gains toward a credential described in the first bullet of this section or employment.

These training services may be delivered in person, online (virtual), or through a blended approach; however, the training provider must provide physical facilities and/or tools and equipment to provide a high-quality experience in meeting instructional and skills assessment needs.

Training Service Exceptions to Eligible Training Provider List
WIOA 122(h), 20 CFR 680.530, TEGL 08-19

Training services that are not subject to the requirements of the eligible training provider provisions in the *Idaho Policy for WIOA Eligible Training Providers - Idaho Eligibility Criteria and Procedures* are:

- On-the-job training; customized training; incumbent worker training; transitional employment; or
- The circumstances described at WIOA sec. 134(c)(3)(G)(ii), where the Workforce Development Council, as the WIOA local board, determines that:
    - There are insufficient providers, or
    - There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment, or
    - It would be most appropriate to award a contract to an institution of higher education

> or other eligible providers of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such a contract does not limit customer choice.
- A WIOA enrollee may continue and complete their enrollment in a training program that was on the ETPL at the start of training but that has subsequently been removed from the ETPL unless there is a significant reason to cease participation (health, safety, criminal liability, etc.).

Note: The Eligible Training Provider List only provides occupational skills training services. Basic skills training, "soft" skills training, or other workforce preparation activities do not train individuals for a particular occupation. Additionally, the following are not considered occupational skills training:

- Workshops or seminars provided by organizations not registered with the Idaho State Board of Education that last three (3) calendar days or less and are offered no more than four (4) times per year are not considered occupational skills training
- Intensive review courses as instruction for test preparation
- Continuing education courses for those with existing occupational skills
- Short term certificates that are only one component of the typical requirements for a job, such as CPR, OSHA, WorkKeys, Food Handler Certificates, and basic computer training.

As part of a WIOA participant's individualized employment plan, Idaho's WIOA program may pay for these activities as career services separate from or in addition to occupational skills training.

Types of Eligibility
WIOA Sec. 122 (b)(4), TEGL 08-19

WIOA provides for *Initial Eligibility* and *Continued Eligibility*. Initial eligibility refers to new providers and/or programs that, upon approval, receive eligibility for one year. Continued Eligibility refers to a biennial review and renewal of programs that have completed initial eligibility.

New programs added to the ETP list are reviewed after a provisional year. Thereafter, States are required to review training provider eligibility every two years.

Policy criteria are provided below for both initial and continued eligibility as directed in TEGL 08-19's Attachment III.

Criteria for WIOA Eligible Training Provider Initial Eligibility

Training Provider Criteria:
- Providers must have been providing training programs for at least one year to be eligible for placement on the ETPL. During the 12 months before eligibility, they must collect data to satisfy the requirements in the Training Program Criteria section. Once an entity has been operational for a minimum of 12 months, all other eligibility requirements apply. This does not apply to entities with established operations in other states that are new to Idaho.

- Provide a certificate of registration from the Office of the State Board of Education or other oversight body, such as the Bureau of Occupational Licensing authorizing the entity to provide training and collect tuition in the State of Idaho. Organizations exempt from oversight do not qualify to be on the ETPL.

- Provide the required data elements in *IdahoWorks* as directed by the Idaho Department of Labor. This includes but is not limited to items such as reasonable accommodations, business partnerships, credential offerings, and debarment status.

- Training providers must submit three letters of recommendation from employers.

- Training providers must successfully complete the Equal Opportunity questionnaire located here:
  https://www.labor.idaho.gov/WIOA/WIOA-EO-Desk-Survey.pdf

- Training providers agree to send their students an Equal Employment Opportunity/customer satisfaction survey approved by the Idaho Department of Labor.

- Training providers must sign an agreement to securely collect and report required information for programs.

- Training providers must provide a current refund policy specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies must be written and published so that students are aware of how to request a refund.

- Training providers must have a current grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other institution employees. Grievance policies must be written and published so that students are aware of how to file a complaint.

- Training providers must assure their ability to provide training programs that are architecturally and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities (29 CFR 38.13). Every training provider that applies to be listed on the ETPL must sign a Training Provider Assurances (TPA) electronic form acknowledging adherence to WIOA requirements before receiving final approval to be added to the ETPL. The TPA electronic form indicates the training provider will comply with nondiscrimination and equal opportunity provisions of all applicable federal and state laws. If a training provider does not assure compliance with all applicable federal and state laws, they will not be able to complete the application for inclusion on the ETPL.

Training Program Criteria:

- The training program leads to an in-demand occupation. A brief definition of what constitutes these programs is listed in Appendix A. WIOA participants will be encouraged to select training for an occupation that pays no less than $15 per hour.

  Note: Appendix A is updated annually by the Workforce Development Policy Committee of the Idaho Workforce Development Council.

- The training program provides a high-quality experience, including a recognized postsecondary credential or demonstrating measurable skills gains toward such a credential or employment.

  Note: WIOA participants will be encouraged to select high quality training that leads to an industry-recognized postsecondary credential, which is available at no cost or a low cost to participants.

  - High quality training experience is identified by:
    - Physical or virtual facilities with the appropriate tools or equipment to meet

instructional and skills assessment needs;
- Reportable skills gain measured by assessments;
- Industry endorsement;
- Not having a high dropout rate and/or high student loan default rate and/or poor job placement rate; and
- Regional or national accreditation, if applicable.

- The training program is published in the provider's catalog of courses/programs and is available to all students (WIOA and Non-WIOA)

- The training program meets or exceeds a factor related to established WIOA performance outcomes:
  - Employment in the 2nd quarter after exit
  - Employment in the 4th quarter after exit
  - Median earnings in the 2nd quarter after exit
  - Credential attainment

  Note: If the eligible training provider has not previously collected program data on the WIOA performance measures listed above, the state has identified alternative criteria that may be used to satisfy the initial performance requirement. Any of the following may be used:

  - The training provider's general student retention, placement, or completion rates;
  - The number of students who obtained employment;
  - The number of students who obtained a credential or degree;
  - A narrative that describes and quantifies how the training program improves students' employability and/or earning potential.

Exceptions:

Training programs exempt from the ETPL requirements include:

- On-the-job training, internships, and work experience activities.

- *Registered Apprenticeship Programs (RAPs)* – (TEGL 8-19 and TEGL 8-19, Change 1)
  U.S. Department of Labor Registered Apprenticeship Programs with in-state sponsors and National Program RAPs that have operations in Idaho are automatically eligible for placement on the Idaho ETPL. USDOL considers RAPs to qualify as occupations in-demand in the local labor market. The state workforce development system conducts outreach across the state to apprenticeship-related entities through various means, incorporating partner involvement – the Idaho Department of Labor, the Workforce Development Council, and Idaho Business for Education, etc. – in efforts to inform RAPs and sponsors to help them understand the benefits of participating in the ETP process. It remains important and essential for Idaho to communicate the benefits of ETPL placement to current and new sponsors and make direct referrals to the ETP coordinator.

  Upon request from the National RAP sponsor, RAPs will be placed on Idaho's ETPL. RAPs are encouraged to comply with the requirements in this policy, especially providing information for performance reporting; however, they are not required to do so. National Program RAPs are not required to register the program with Apprenticeship Idaho.

RAPs will be added to the ETPL as soon as the request is made to the state with the information outlined in TEGL 8-19, Attachments II & IV – no minimum verification period will be required.

> *Note* – Industry Recognized Apprenticeship Programs (IRAPs) **do not** receive the same ETP exceptions allowed for RAPs. Therefore, IRAPs seeking placement on the ETPL must follow the same process requirements as other training providers that are not RAPs, as described in this policy.

- *Postsecondary Academic Programs* – Academic programs provided by Idaho's colleges and universities that are subject to Idaho State Board of Education oversight and meet in-demand occupation training needs (pursuant to Appendix A) will be approved for initial eligibility under WIOA. These programs will be added to the ETPL upon request of a WIOA career planner and confirmation by the Idaho State Board of Education.

- *Out-of-State Providers* – Approved ETPL providers and programs based in other states that do not have a physical presence in Idaho must be on their respective state's WIOA ETPL. A reciprocal agreement must be signed with the respective state's ETP administrator or appropriate signatory. The training provider will not be included on Idaho's ETPL, but will be considered on a case by case basis for individual participants if the program of study meets Idaho in-demand training needs (pursuant to Appendix A).

> *Note*: Physical presence in Idaho is determined by an office location that is available for students to meet with staff in-person as required or requested.

Initial Eligibility Period:
A program's initial eligibility will expire one (1) year from the date of approval.

Denial or Termination of Eligible Training Provider Status:
A training provider or program may be denied initial or continued eligibility or may be removed from participating in WIOA Title IB Programs outside of the annual review period for the following reasons:

1. Required information was not provided correctly or in a timely manner.
2. The training program does not support the occupations in demand in Idaho and/or does not meet minimum entry-level wage criteria.
3. The training program does not meet the WIOA definition of training services, which is a program of one or more courses or classes or a structured regimen that directly leads to employment in an in-demand occupation. The training must lead to the following:
   - Attainment of a recognized postsecondary credential,
   - Employment, or
   - Attainment of a measurable skill gain toward such a credential or employment.
4. The training program does not provide a high-quality educational experience in meeting instructional and assessment needs. This may be evidenced by lack of regional or national accreditation, lack of industry endorsement, lack of skills gain measured by assessments, lack of job placement, a high dropout rate, and/or high student loan default rate.
5. The training provider has not maintained the required licenses and certifications or is found non-compliant with the training provider's assurances or certifications.
6. The training provider does not comply with WIOA regulations or any agreement executed under

WIOA.

7. The training provider has demonstrated a lack of communication with WIOA participants, the service provider, or the state Administrative Entity, indicating little to no participant support.

Providers who apply for placement on the ETPL will be notified if they or their program(s) do not meet the compliance standards. Each provider will be notified of the status of each requested program.

Appeals Process:

A training provider whose program is denied placement on the ETPL or deemed ineligible may submit a written or email appeal to the Idaho Department of Labor within 14 business days of receiving notification. The request for appeal must include the following: name of training provider, training program(s) impacted, the reason for the appeal (i.e., grounds), training provider point of contact phone and email, and signature of training provider representative. Written appeals may be sent via:

Regular mail to:	Fax to:	Email to:
Appeals Bureau Idaho Department of Labor 317 W. Main Street Boise, ID 83705-0720	208-334-6440	WIOAETP@labor.idaho.gov

Regardless of delivery method, the appeal must be postmarked or sent by 5 pm on the last day to protest.

As a result of filing an appeal, a telephone hearing may be scheduled in which all interested parties will be invited to participate. The hearing shall include an opportunity for the applicant to submit written and verbal information to the hearing officer. This is the only opportunity a provider may have to appeal this issue. If no appeal is filed, this determination will become final and cannot be changed. Any questions about a determination or about filing an appeal should be directed to the ETP Coordinator by email at WIOAETP@labor.idaho.gov.

The hearing officer will issue a decision within 60 calendar days from the date the hearing takes place. The decision of the hearing officer shall be final. Those removed from or denied placement to the ETPL may re-apply for inclusion no earlier than one year after the decision has been made.

Criteria for WIOA Eligible Training Provider and Training Program Continued Eligibility

A training provider and their respective programs may have their eligibility continued by meeting the following criteria:

- Provide evidence that the Training Provider and program Criteria described in the Initial Eligibility section above continue to be met.
- Provider has updated and submitted the information and performance data as required by state and federal guidelines.
- The occupation(s) the provider's training program(s) are aligned with continue to be listed in the annually updated Appendix A.
- Provider demonstrates they have provided reasonable access to training services throughout the state including rural areas and through the use of technology.

- WIOA students have enrolled in programs within the most recently completed 12 months.
- Provider has delivered the EEO/Customer Satisfaction Survey to students and collected results. Provider has received an average satisfaction on returned surveys and is free from student/customer complaint based on survey results.
- As described in Initial Eligibility Requirements, the provider seeking continued eligibility must sign a new TPA form each year.

Programs exempt from Continued Eligibility criteria:

- US Department of Labor National Registered Apprenticeship Programs (RAPs) are not subject to Continued Eligibility criteria. They will continue to remain on the Eligible Training Provider list until the sponsor requests the program be removed, the program is deregistered, has been determined to have intentionally supplied false or inaccurate information, or has substantially violated a provision of Title I of WIOA or its regulations. RAPs will have their registration status verified at least every two years. RAPs are encouraged to comply with the requirements in this policy, especially providing information for performance reporting; however, they are not required to do so. RAPs must continue to provide ETA with the information outlined in TEGL 8-19, Attachment IV.
- Postsecondary Academic Programs will be removed from the ETPL if the program no longer meets the in-demand occupation training needs (pursuant to Appendix A) and/or a WIOA participant has not been enrolled in the program during the most recently completed 12 months. These programs may be added back to the ETPL per the Initial Eligibility criteria.
- Out-of-State Providers and programs will be independently verified against their respective state's ETPL and current reciprocal agreements before WIOA ITAs may be issued.

Additional Guidance on Occupational Skills Training, Recognized Postsecondary Credential, and Measurable Skills Gain

Occupational Skills Training
20 CFR 681.540

Occupational skills training (OST) is defined as training conducted in a classroom or online setting using curriculum designed to meet the technical needs of the workplace. Occupational skills training classes are categorized as training services under WIOA. The Eligible Training Provider List (ETPL) is developed to support customer choice for occupational skills training.

OST provides WIOA participants with the technical skills necessary to perform a specific job or group of jobs. The duration of OST activities varies based on many factors; however, the following considerations will be applied to each participant:

Basic Requirements

- Training is approved on the ETP list,
- Reasonable expectation of self-sufficient employment upon completion of training,
- The coursework can be completed in a reasonable time period,
- The coursework is required for entry into a specific occupation,
- There are no other viable options for services or training that will lead the participant to self-sufficient employment, and
- Training costs are reasonable and may be covered by the WIOA service provider if finances allow.

Occupational skills training is provided through Individual Training Accounts. Individual Training Accounts (ITAs) provide traditional classroom or online training services to eligible participants through the Workforce Innovation and Opportunity Act (WIOA). Training services are available as funding permits and are reserved for eligible WIOA Title I Adult, Dislocated Workers (DW) and Out-of-School Youth participants. Eligible participants interested in training may access training services through Individual Training Accounts (ITAs) and Apprenticeship Training Accounts (ATAs) through training providers who have met eligibility requirements set by the state of Idaho.

Occupational Skills Training must lead to one or more of the following:
a) Attainment of a recognized postsecondary credential; or
b) Employment; or
c) Measurable skills gain(s) toward a credential listed in the first bullet of this section or employment.

Recognized Postsecondary Credential
A postsecondary credential is a recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. A recognized postsecondary credential "means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree." Technical or occupational certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

A variety of different public and private entities issue recognized postsecondary credentials. Below is a list of the types of organizations and institutions that award recognized postsecondary credentials (not all credentials by these entities meet the definition of recognized postsecondary credential).

- A state educational agency or a state agency responsible for administering vocational and technical education within a state;
- An institution of higher education described in Section 102 of the Higher Education Act of 1965 (20 USC sec. 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;
- An institution of higher education formally controlled or has been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual's knowledge, skills, and abilities;

- ETA's Office of Apprenticeship or a recognized state apprenticeship agency;
- A public regulatory agency that awards a credential 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);
- A program that the Department of Veterans Affairs has approved to offer education benefits to veterans and other eligible persons; or
- Job Corps issues certificates for completing career training programs based on industry skills standards and certification requirements.

Types of Acceptable Credentials in the State of Idaho:
The following are acceptable types of credentials that count toward the credential attainment indicator:
- Secondary school diploma or recognized equivalent
- Associate degree
- Bachelor's degree
- Graduate degree for purposes of the Vocational Rehabilitation program
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career & Technical Education educational certificates
  - This includes the certificates awarded under the postsecondary affairs section of the Idaho State Board of Education Governing Policies and Procedures (Section III.E.)
- Occupational certification
  - This includes any licenses/registries required under the Idaho Code. A current list can be found at http://www.idaho.gov/business/professional-licenses/
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
  - This includes SkillStack badges awarded by eligible educational institutions as approved by Idaho Career & Technical Education. The badge(s) must be aligned to an in-demand occupation.

Measurable Skills Gain
Measurable skills gain is defined as documented academic, technical, occupational, or other forms of progress toward a credential or employment. Depending upon the type of education or training program, below are the five (5) types of MSG and the supporting documentation that may be used to demonstrate a skills gain.

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the state unit's academic standards;
- Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones; or
- Successful passage of an exam required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Examples:
- A participant has enrolled in a 4-year registered apprenticeship program: the measurable skill gains indicator tracks the skills the participant gains throughout the reporting period, not just at the end of the 4-year training program.
- For low-skilled adult participants of an adult education program, the measurable skill gains indicator provides an opportunity to track and report gains in reading, writing, mathematics, and English proficiency.

Committee Reports

Committee Reports – Fourth Quarter 2023

Executive Committee Report		
Date of Meeting	**Agenda Item**	**Overview/Status**
September 7, 2023	Meeting Cancelled	
October 18, 2023	Budget Report	No monthly report, LUMA issues continue.
October 18, 2023	WDTF Grants – Status Update	The following WDTF Grants were reviewed and approved: *STEM Action Center i-STEM Industry Sector Grant $586,500 *Idaho STEM EcosySTEM Industry Sector Grant $ 706,255
October 18, 2023	Child Care Expansion Grants - FY23 Project Modifications	The following Child Care Expansion Grant Project requests for Modification were approved: *Baby Bee - requesting reallocation of funds from building to repairs. *Cookies and Milk - requesting reallocation of funding for paving to personnel. *Chita's Preschool - requesting remaining funds to be used for purchase of van.
October 18, 2023	Additional Transfer from WDTF	Allocation of up to $1M from the WDTF for continued funding until the Workforce Development Council meeting in December was approved.
October 18, 2023	Executive Director's Report	Ms. Secrist reported on the Wonderschool payment plan and Launch 2.0 status.
November 9, 2023	Budget Report	Ms. Secrist reviewed the Budget report for period July 1 - August 31, 2023.
November 9, 2023	WDTF Grants	The following WDTF Grant Requests were reviewed and approved: *University of Idaho 4-H Industry Sector Grant $761,209.81 * Idaho Out-of-School Network Innovation Grant $950,546.30 *Premier Technology Employer Grant $428,749.52 *Idaho Nonprofit Center Innovation Grant $55,000.00
November 9, 2023	FY24 Child Care Grant Award – Public Safety Set-Aside	A Public Safety Set-Aside Child Care Expansion Grant was approved: * National Law Enforcement Foundation $3,000,000.00
November 9, 2023	December Council Meeting Agenda Development	Decision was made that the December Council meeting would be virtual from 8 AM - 12:30 PM. Executive Committee will meet in person and continue through the end of the day. Agenda items were discussed and noted.
November 9, 2023	Executive Director Report	Ms. Secrist provided an update on new Council Members Todd Putren and Jeff Hough along with new staff member Deedee Devol. She shared that a presentation on LAUNCH, Child Care Grants and Semiconductor Investments was made at the JFAC meeting.

Child Care Expansion Grant Committee Report

Date of Meeting	Agenda Item	Overview/Status
September 1, 2023	Small Provider Procurement Update	Ms. Secrist reported that negotiations with Wonderschool are completed, a contract will be executed.
September 1, 2023	Child Care Expansion Grant Scoring	Ms. Hay led application scoring for grant applications from NLEF. The rubric for out-of-school providers was reviewed and approved. She also gave an update on uncontracted projects and the possibility of de-obligation the funds for these.
October 6, 2023	Project Modification Requests	Project modifications were approved for Baby Bee, Cookies N Milk, Chita's Preschool.
October 6, 2023	Small Provider application parameters and timeline discussion	Discussion and decision to define small provider as "New provider serving 12 or fewer, or a current small provider expanding to 24 or fewer." Proposing Feb. 15th due date for small provider applications may be pushed to Mar. 1st if needed
October 6, 2023	Child Care Expansion Grant Application Review and Scoring	The Valley Learning Center Grant Application was reviewed and scored. Time constraints pushed remaining reviews to next meeting.
October 20, 2023	Funding Recommendations for Public Safety Applications	Recommend approval to Executive Committee for the following grant request: *National Law Enforcement Foundation $3,000,000.00 The committee approved moving the grant application from the The Valley Learning Center to the general pool of applicants.
October 20, 2023	FY2024 Child Care Expansion Grant Applications Review and Scoring	The following Child Care Expansion Grant applications were reviewed and scored: Future Leaders Academy, LLC, Giraffe Laugh, Boys and Girls Club – Ada County, Lincoln County, Wilder Elementary.
November 3, 2023	Funding Recommendations for Reverted FY2023 Funds	Discussed possible options and deferred decision to next meeting.
November 3, 2023	Child Care Expansion Grant Application Review and Scoring	Review and scoring of the following Child Care Expansion Grant applications: Giraffe Laugh, Kreative Kids Academy, Boys and Girls Club of Lewis Clark Valley, Lollipop Land, Treasure Valley YMCA, A Child's Choice Montessori.
November 17, 2023	Funding Recommendations for Reverted FY2023 Funds	Deferred to Dec. 1st so that full committee could participate.
November 17, 2023	Child Care Expansion Grant Application Review and Scoring	Review and scoring of the following Child Care Expansion Grant applications: Storybook Adventure LLC, Acorn Children's Academy LLC, First United Methodist Church of Boise City DBA Wesleyan Preschool (KASP)

Grant Review Committee Report		
Date of Meeting	**Agenda Item**	**Overview/Status**
September 26, 2023	WDTF Financial Summary	An updated summary for July 1, 2023 - July 31, 2023 was reviewed.
September 26, 2023	WDTF Grant Review	Recommend approval to Executive Committee for the following grant requests: *STEM Action Center i-STEM Industry Sector Grant $586,500 *Idaho STEM EcosySTEM Industry Sector Grant $706,255 Requested additional information from the originator: *Idaho Out-of-School Network Innovation Grant $989,432.00 Deferred until next meeting due to time constraints: *University of Idaho 4-H Industry Sector Grant $761,209.81
October 24, 2023	WDTF Grant Review	Recommend approval to Executive Committee for the following grant requests: *University of Idaho 4-H Industry Sector Grant $761,209.81 *Idaho Out-of-School Network Innovation Grant $950,546.30 *Premier Technology Employer Grant $428,749.52 *Idaho Nonprofit Center Innovation Grant $55,000
November 28, 2023	WDTF Financial Summary	Mr. Thomsen reviewed the current financial status of approved and grants under review for WDTF and ARPA.
November 28, 2023	WDTF Grant Review	Recommend approval to Executive Committee for the following grant requests: *College of Eastern Idaho Industry Sector Grant $499,999.07 *College of Southern Idaho Industry Sector Grant $1,414,605.20 *University of Idaho Innovation Grant IKEEP $972,924.50 *Idaho Business for Education Innovation Grant $1,250,013.41 *Interfaith Sanctuary Innovation Grant $202,504.80 *Micron Employer Grant $13,498,100.00 *University of Idaho NGeM Industry Sector Grant $1,039,557.00 Requested additional information from the originator: *Idaho State University Industry Sector Grant $994,471.72

One-Stop Committee Report

Date of Meeting	Agenda Item	Overview/Status
September 12, 2023	Cancelled	
October 10, 2023	One Stop Update	Ms. Nash spoke to the State-wide One-Stop Partner meeting which will be held in the spring of 2024. She also shared information regarding the regional meetings and the attendance issues at present. Ms. Nash also gave an update on the first Review of Business Services Regional Teams meeting.
October 10, 2023	WIOA State Plan Update	Ms. Zabriskie spoke to the current state-wide Listening Sessions being held. She also gave an outline of the project plan for the WIOA state plan and how the WIOA Committee is moving forward and meeting the deliverable deadlines.
October 10, 2023	Eligible Training Provider Policy	Ms. Secrist reviewed updates to the current policy with explanation. Mr. Barrera reviewed the Scoring Matrix for initial and continued eligibility. The Policy is recommended for approval by the full Council at its 12/13/23 meeting. The scoring matrix is a process tool and does not need approval.
November 14, 2023	LinkedIn Presentation	Ms. Cecily Hastings from LinkedIn presented an overview of LinkedIn online services for the public workforce system and how it can enhance the ability to connect both those seeking employment and employers seeking qualified employees.
November 14, 2023	One-Stop Operator Update	Ms. Nash asked the committee if there is interest in training on serving deaf and hard of hearing. She also provided website updates and shared a success story from Region 2. She briefed the committee on the Infrastructure Cost Sharing MOU and the Statewide MOU.
November 14, 2023	Regional Partner Meeting Discussion	Ms. Carr led discussion around ways to garner better participation in the Regional Partner meetings, suggesting that each partner host one meeting a year. Further discussion will take place during the Dec. 8th meeting.
November 14, 2023	State EO Officer Update	Topic moved to December 8th full day Joint meeting with WIOA Advisory Group
November 14, 2023	WIOA State Plan Update	Topic moved to December 8th full day Joint meeting with WIOA Advisory Group

Outreach Committee Report

Date of Meeting	Agenda Item	Overview/Status
September 6, 2023	Report from IPTV on Outreach Grant	The staff of IPTV provided an update on the progress and usage of the awarded grant. The videos developed utilizing the grant funding have been great successes.
September 6, 2023	Outreach Committee Guiding Document	Ms. Secrist and Dr. Reberry reviewed the document and requested revisions from the 2019 copy. The document was approved with the revisions as presented.

A proud partner of the americanjobcenter network

Work-Based Learning Committee Report

Date of Meeting	Agenda Item	Overview/Status
November 7, 2023	Apprenticeship Idaho Coalition Updates	• 2489 active apprenticeships in Idaho • 556 since August 1st • 247 sponsors • 14 new programs approved. • Most in transportation and trades • Idaho is being highlighted in case studies. • Hosting Women in Trades Webinar next week on the 16th • The national website is showing 25 upcoming events and 6 proclamation signings, and 15 other informational events for National Apprenticeship Week. • Closing the Skills Gap Grant ends on Feb 29th. Currently wrapping up initial reply to monitoring. • Served 3,400 apprentices through program, 1040 finished.
November 7, 2023	STEM Action Center Educator Extern Program	• 85 externs and 50 host sites. • Aiming to reach above 100 externs in 2024. • 6 weeks over summer/ $5K stipend, covered by Micron Grant. • Applications open Jan. 1 – Feb or as long as needed to meet numbers.
November 7, 2023	National Youth Apprenticeship Summit Debrief	Mr. Thomsen provided an update from his attendance in mid-October.
November 7, 2023	Idaho Launch Update	Dr. Reberry provided an update on both the Adult and Student LAUNCH programs. Adult LAUNCH: * very popular, an additional $2M of FY24 WDTF has been added. *WDTF proposal to be presented to Council for 60/40 funding split with 60% going to LAUNCH and 40% to remaining programs annually. *currently holding on adding any additional courses. Student LAUNCH: * Very busy outreach schedule. * Governor and Lt. Governor are traveling the state on behalf of LAUNCH. *Funding is key issue for legislative session.
November 7, 2023	Work-based Learning Outcomes and Definitions Update	Deferred to next meeting due to time constraints.

Workforce Development Policy Committee		
Date of Meeting	**Agenda Item**	**Overview/Status**
September 19, 2023	Idaho LAUNCH Updates	Student LAUNCH: Next Steps Idaho Web is updated, presentations are happening, Scholarship Idaho will take applications beginning Oct. 3, media kit is 1 week out, presentation materials to be sent out next week. Adult LAUNCH: now has a pop up for Student LAUNCH
September 19, 2023	Launch Course Approvals	Approval was given for the new course listing except for 2 which require further investigation.
September 19, 2023	Launch Course Cost Adjustments	Idaho Rural Water requested cost adjustments for 2 courses, approval for adjustments given.
September 19, 2023	Update on New providers	Currently reaching out to Cosmetology providers. New MOUs are being developed – however, there is no funding until July 1st.
September 19, 2023	WDTF Funding for LAUNCH 1.0	A discussion was led regarding what data is desired for the Oct. meeting discussion versus what is currently available.
October 23, 2023	Input on On-the Job training in Border States	Ms. Secrist led a discussion surrounding OJT and how it relates to our border states. The topic will be revisited in the future after more data is retrieved.
October 23, 2023	Launch Funding Recommendations	Recommendation to Executive Committee to approve a 60/40 funding split between LAUNCH and other programs respectively.
October 23, 2023	Framework Discussion	Dr. Reberry led a discussion on key points to the framework including recapture and repayment, prioritization of applicants, changes in programs from In-Demand to Not In-Demand, Appeals, Award Acceptance and closed the discussion with a review of the LAUNCH site and update. Recommend approval for both the Recapture/ Repayment and Appeals within the Framework to the full Council on 12/13/23.
October 23, 2023	Launch Course Approvals	Committee decided to pause course approvals until such time as they can be reviewed and re-evaluated.
October 23, 2023	Launch Price Adjustments	No action by committee as staff has autonomy up to $300.
October 23, 2023	LAUNCH New Providers	Dr. Reberry reviewed the recently added providers.
November 21, 2023	Discussion Gap Analysis for Adult LAUNCH Courses	Dr. Reberry presented ways to categorize courses to clearly be able to discuss gap analysis.
November 21, 2023	Updates Idaho LAUNCH	Dr. Reberry gave a review of the current status of both Adult and Student LAUNCH and spoke to considerations being reviewed and items being addressed going forward.
November 21, 2023	Draft Framework recommendation for December Council Meeting	The committee approved changing the language of the Draft Framework for review during the December Council meeting.

A proud partner of the **americanjobcenter** network