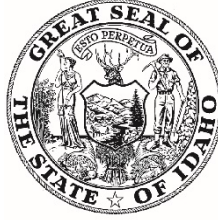


**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**John Young**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**

514 W Jefferson St, Ste 131, Boise, Idaho 83735-0510

**Grant Review Committee Meeting Minutes**

**Date:** Tuesday, February 28, 2023

**Time:** 3:00 PM - 4:30 PM

**Committee Members:** Brian Cox, Jake Reynolds, Jay Larsen, Jeff Greene, Jenni Bradford, Joe Maloney, Kelly Kolb, Rico Barrera

**Staff:** Rebecca Watson, Sherawn Reberry, Matthew Thomsen, Amanda Ames, Jeffrey Bacon, Cassie Mansour

**Guests:** Josh Eixenberger

**Called to order at 3:04 p.m.**

**Welcome**

**Roll Call** – Quorum met.

**Review Agenda** – No changes

**Review January 10, 2023 and January 24, 2023 Meeting Minutes**

**Motion by Mr. Reynolds to approve the January 10, 2023 Grant Review Committee and January 24, 2023 Joint Grant Review and Policy Committee Meeting Minutes as written. Second by Ms. Bradford. Motion carried.**

**WDTF Financial Summary**

WDTF Financial Summary		WDTF Revenue			
WDTF Cash Balance 12/1/2022	\$ 13,797,166	Month	Transfer In	Interest	Collection Cost
Revenue	198,404	July	\$ 260,762	\$ 12,231	\$ 42,108
Interest	29,614	August	892,198	14,898	-
Payments	138,205	September	10,162	18,825	-
WDTF Cash Balance 12/31/2022	\$ 13,886,979	October	239,927	22,370	-
Obligated Employer Grants	\$ 1,957,575	November	766,556	24,847	-
Obligated Industry Sector Grants	6,255,690	December	26,100	26,603	-
Obligated Innovation Grants	1,267,954	January	198,404	29,614	-
*Obligated Outreach Projects &		February			
Allocated Budget	617,609	March			
Preceptorship	100,000	April			
**Short Term Financial Assistance Program	1,294,159	May			
FY23 WDTF Admin Costs	399,888	June			
Obligated Balance	\$ 11,892,875	FY23 Totals	\$ 2,394,108	\$ 149,389	\$ 42,108
Unobligated Balance	\$ 1,994,104				
Proposals Under Review	2,894,874				
Unobligated Balance if all funded	\$ (900,770)				

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

Discussion:

- Is the Learning How 2 Live Grant obligation accounted for in the budget now?
  - It is. This grant was approved and allocated before the Executive Committee opted to place a hold on all WDTF Grants to be able to continue to fund Idaho Launch.

### ***Learning How 2 Live Innovation Grant – Budget Update***

Mr. Thomsen updated the Committee on a budget error that was discovered. He requests that the Committee approve the correct travel cost.

Discussion:

- Was this formula error?
  - Yes. In addition, Learning How 2 Live also included the cost of a vehicle they wanted to purchase in the budget. They did not, however, mention it in their request.
  - The formula has been updated and the vehicle has been removed.

**Motion by Mr. Larsen to recommend approval of the budget update to the Learning How 2 Live Innovation Grant in the full amount of \$438,284 to the Executive Committee. Second by Mr. Reynolds. Motion carried.**

### ***University of Idaho Industry Sector Grant***

The Committee revisited this grant which had been tabled in November. They reviewed the additional documentation which was submitted by the university.

**WDTF Request: \$ 708,290.58**

Discussion:

- The Committee reflected that the additional information U of I provided adequately answered the questions of the Committee.
- The Committee is satisfied that this is an industry worth supporting and that the proposal meets the requirement of the policy.

**Motion by Mr. Reynolds to recommend approval of the University of Idaho Industry Sector Grant for the full amount of \$708,290.58 to the Executive Committee. Second by Mr. Larsen. Motion carried.**

### ***Kootenai Health Employer Grant***

The Committee revisited this grant which had been tabled in December. They reviewed the answers to the Committee's questions which were submitted by Kootenai Health.

**WDTF Request: \$374,499.75**

Discussion:

- The Committee reflected that the additional information answered the question of whether this was typical training for their business. Kootenai Health said yes, but that the volume was very atypical. This grant request is certainly for business as usual in an atmosphere of an unusually large number of employees.

- The Committee wondered what would make business-as-usual training, that which the policy should cover?
  - The policy states the that training that is eligible for funding is out-of-the-ordinary training or training which significantly improves the economic position of the trainees.
- The Committee discussed the challenge presented by this grant request and suggested a better option would be to fund a train-the-trainer type of funding. This way the hospital could have a fully trained individual on staff to facilitate the ongoing training of current and future staff.
- This grant would deliver training to 107 individuals. Thirty-seven of these are existing but seventy are new employees.
- Right now, everything in the WDTF is obligated, so anything we recommend to the Executive Committee will be on hold to fund until the next Fiscal Year begins.
- The Staff reviewed the Policy with the Committee. If it is standard learning or training that already exists, it falls under the category of “business as usual”, which is ineligible.
- The Committee would like to deny this grant as it falls into the cost of doing business. Just because Kootenai Health is moving to a level 2 trauma center does not mean that this training is outside the regular cost of doing business.

**Mr. Greene moved to deny the Kootenai Health Employer Grant application due to not fulfilling the requirement in the policy that training be outside of the normal cost of doing business. Motion seconded by Ms. Bradford. Motion approved.**

***Jackson Jet Center Employer Grant***

Mr. Thomsen then presented the Jackson Jet Center Employer Grant. Jackson Jet Center provides aircraft fuel sales, aircraft hangar space, passenger charter flights, aircraft mechanics, aircraft avionics & aircraft parts sales to customers. The business continues to grow its operations in Idaho. In order to service a larger customer base, they need to increase the number of pilots, dispatch, and maintenance personnel. The project includes vendor provided training for new and existing aircraft. Training provided under this grant will contribute directly to retention of new and existing staff. Training will lead to promotions with significant pay raises, and long term employability for Jackson Jet Centers workforce.

**WDTF Request: \$145,000**

Discussion:

- This application is for external training and will contribute to highly specialized staff.
- This employer is demonstrating that this training will lead to their employees earning a significant wage increase. This makes this grant attractive to the Committee.

**Motion by Mr. Reynolds to recommend approval of the Jackson Jet Center Employer Grant for the full amount of \$145,000 to the Executive Committee. Second by Mr. Greene. Motion carried.**

**Meeting adjourned at 4:01 p.m.**