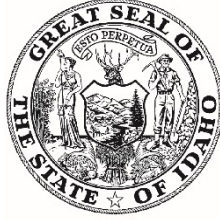


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John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

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

Grant Review Committee Meeting Minutes

Date: Tuesday, March 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, Matthew Thomsen, Sherawn Reberry, Cassie Mansour

Guests:

Called to order at 3:05 p.m.

Welcome

Roll Call – Quorum met.

Review Agenda – Due to not having a quorum at the beginning of the meeting, the Committee requested that staff proceed to the next item on the agenda. The Committee approved the February minutes at the end of the meeting.

Future Grants and Review Process Discussion

Mr. Cox led the Committee into a discussion of the future of the WDC grant review process and how that will impact the Committee's work going forward. He led with a recap of the last several years of this committee's work.

Mr. Thomsen presented the state of funding for the Workforce Development Council. He shared with the Committee that it's possible that the Grant Review Committee will not review future grant projects until September of this year. As a result, the Committee should consider reviewing grants quarterly based on merit rather than on a first come – first-served basis. He shared with the Committee that the Child Care Committee has pioneered a partial funding-model in order to equitably distribute very limited funds.

The rubric will allow the Committee to recommend funding for the highest percentage scoring grants. The WDC uses a risk-assessment for TPM and Child Care Grants. The Committee could incorporate this strategy to minimize risk.

Discussion:

- The Committee favors the ability to compare “apples to apples” in percentile scoring of the applications.
- The Committee looks forward to this evolution. They like the idea that any given application must meet a certain threshold to be considered for funding.

Rubric and Application Discussion

Mr. Thomsen first presented the Employer Grant Application. He specifically pointed out new wording from the way the old document was written.

Discussion:

- In the Workforce Training Information section, is the wording “but for the funding, training would not happen” indicating that this policy is changing?
 - No, but this has come up repeatedly from the Committee as a factor. The goal is for the application to communicate that expectation.

Mr. Thomsen walked the Committee through the Rubric to score the Employer Grant Applications.

Discussion:

- The Committee requested more information on some of the “prerequisite” questions on the rubric.
 - Mr. Thomsen clarified that this section is designed to eliminate those applications that do not meet the bare minimum expectations of the Committee.
 - There are further questions that are not prerequisites.
 - He pointed out the definition of “Quality Job” is in the rubric: it is a “job that exceeds the average wage in the region, and helps the employee attain credentials and or develop the skills and experiences necessary to advance along a career path.”
- Is this going to be added to the policy, that the rubric must be filled out by the Committee ahead of the meeting?
 - This is not a Policy change, but it is primarily administrative.
- If only 5 or 6 of the Committee members fill out the rubric and their scores differ, would we work for a composite score?
 - That is correct.
 - Mr. Reynolds shared that in another Committee he participates in, they utilize a minimum score threshold.
 - The Committee reflected that this rubric leaves room for flexibility.
- In-demand careers being highlighted or recognized is a very useful tool, but the Committee reflected that it should not be worth 25% of the applicant’s score.
 - Mr. Thomsen demonstrated the In-Demand Occupations data from the Idaho Department of Labor: <https://lmi.idaho.gov/occupations-in-demand>
 - He agreed that this is an opportunity for the Committee to promote in-demand careers without penalizing those who do not fit that criterion.
 - The Committee liked the idea of flexibility in this in-demand question. Possibly this could be an extra credit opportunity – if an employer is creating in-demand jobs, the application could be eligible for up to 3 bonus points.
 - Is there a way to be able to talk about innovation in this question?
- The Committee discussed setting a point or percentage-threshold to allow an application to be considered for funding.

- The Committee commented that the appeal of this is that it gives us the ability to compare very different grant applications to one another on a relatively even footing while also promoting flexibility.
- The Committee commented that it might be helpful to add a discretionary box for comments and potentially an additional 3 points.
 - This would promote the idea that some of our committee members have industry specialized knowledge.
 - Another possibility is that in some instances, reviewers might need the option to take points away from an application, because they too have additional insight.
- Economic Impact is a big factor.
 - The Committee really likes the opportunity to promote applications from rural Idaho.
 - County unemployment rate, location quotient, etc.

Mr. Thomsen reviewed the quantitative funding model, and discussed weighted averages, and the possibility of making “wage information” its own section.

Discussion:

- How will we address repeat applications in the rubric?
 - In the “Past Experience” section we can include information about whether the applicant has been awarded grants in the past, and their history in handling grant funding.
- Is travel something that would negatively impact a grant application?
 - The Committee did not strongly feel one way or the other about paying for travel.
- Discretionary funds are an area of interest for the Committee. Could we have a skin-in-the-game section to discuss how much the applicant is investing in the project?
 - The staff will work on incorporating these ideas and bring a new draft back to the Committee next month.

Review February 28, 2023 Meeting Minutes

Motion by Mr. Reynolds to approve the February 28, 2023 Meeting Minutes as written. Second by Mr. Greene. Motion carried.

Motion by Mr. Reynolds to adjourn.

Meeting adjourned at 4:02 PM