

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
Chair

**Wendi Secrist**  
Executive Director

**John Young**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**  
514 W Jefferson St, Ste 131, Boise, Idaho 83702  
**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, April 13, 2023  
**Time:** 2:00 – 3:30 PM

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

**Guests:**

**Staff:** Wendi Secrist, Sherawn Reberry, Paige Bongiorno, Amanda Ames, Matthew Thomsen, Cassie Mansour, Jeffrey Bacon, Stacy James, Thomas Morrison, Rebecca Watson

**Call to Order at 2:00 PM**

**Roll Call** – Quorum Met

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

**Review March 9, 2023 Meeting Minutes**

**Motion by Mr. Maloney to approve the March 9, 2023 meeting minutes as written. Second by Ms. Griffin. Motion carried.**

**Budget Report**

**Idaho Launch Projections**

Ms. Secrist reviewed the budget with the Committee.

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

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 480,800	\$ 351,791	\$ 129,009	73%
<b>Personnel</b>	<b>\$ 480,800</b>	<b>\$ 351,791</b>	<b>\$ 129,009</b>	<b>73%</b>
Administrative Services & Supplies	\$ 6,000	\$ 5,935	\$ 65	99%
Communication Costs	11,349	8,889	2,460	78%
Computer Services & Supplies	26,100	27,417	(1,317)	105%
Contracts, Events & Other Council Activities	526,051	351,588	174,463	67%
Employee Development, Memberships & Subscriptions	7,250	947	6,303	13%
Employee Travel Costs	18,000	7,539	10,461	42%
Government Overhead & Insurance	6,750	17,460	(10,710)	259%
Rentals & Operating Leases	61,000	1,866	59,134	3%
<b>Operating Budget</b>	<b>\$ 662,500</b>	<b>\$ 421,640</b>	<b>\$ 240,860</b>	<b>64%</b>
<b>Grand Total</b>	<b>\$ 1,143,300</b>	<b>\$ 773,431</b>	<b>\$ 369,869</b>	<b>68%</b>

Trustee and Benefits FY23	
Grant Reimbursement Spending Authority	\$ 7,391,000
Innovation	250,574
Launch	932,886
Outreach	64,670
Employer	365,546
Industry Sector	1,103,639
<b>Ending Balance</b>	<b>\$ 4,673,685</b>

WDTF Financial Summary	
WDTF Cash Balance 2/1/2023	\$ 13,941,854
Revenue	4,495
Interest	31,528
Payments	486,636
WDTF Cash Balance 2/28/2023	\$ 13,491,242
Obligated Employer Grants	\$ 1,596,581
Obligated Industry Sector Grants	5,990,487
Obligated Innovation Grants	2,919,018
*Obligated Outreach Projects & Allocated Budget	186,158
Preceptorship	200,000
**Short Term Financial Assistance Program	2,229,128
FY23 WDTF Admin Costs	369,869
<b>Obligated Balance</b>	<b>\$ 13,491,242</b>

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 260,762	\$ 12,231	\$ 42,108
August	892,198	14,898	-
September	10,162	18,825	-
October	239,927	22,370	-
November	766,556	24,847	-
December	26,100	26,603	-
January	198,404	29,614	-
February	553,669	31,862	73,401
March	4,495	31,528	-
April			
May			
June			
<b>FY23 Totals</b>	<b>\$ 2,952,272</b>	<b>\$ 212,779</b>	<b>\$ 115,509</b>

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State Expenditure Category	Budget	Actual	Under/(Over)	Actual %	State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 104,300	\$ 80,551	\$ 23,749	77%	Salary & Benefits	\$ 89,000	\$ 68,085	\$ 20,915	76%
<b>Personnel</b>	<b>\$ 104,300</b>	<b>\$ 80,551</b>	<b>\$ 23,749</b>	<b>77%</b>	Personnel	\$ 89,000	\$ 68,085	\$ 20,915	76%
Administrative Services & Supplies	\$ 1,000	\$ 221	\$ 779	22%	Administrative Services & Supplies	\$ 675	\$ 219	\$ 456	32%
Communication Costs	-	-	-	0%	Communication Costs	360	240	120	67%
Computer Services & Supplies	-	-	-	0%	Computer Services & Supplies	2,365	1,168	1,197	49%
Contracts, Events & Other Council Activities	31,425	29,921	1,504	95%	Contracts, Events & Other Council Activities	24,100	-	24,100	0%
Employee Development, Memberships & Subscriptions	17,575	5,325	12,250	30%	Employee Development, Memberships & Subscriptions	1,000	899	101	90%
Employee Travel Costs	-	-	-	0%	Employee Travel Costs	1,500	1,206	294	80%
Government Overhead & Insurance	-	-	-	0%	Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%	Rentals & Operating Leases	-	-	-	0%
<b>Operating Budget</b>	<b>\$ 50,000</b>	<b>\$ 35,468</b>	<b>\$ 14,532</b>	<b>71%</b>	<b>Operating Budget</b>	<b>\$ 30,000</b>	<b>\$ 3,732</b>	<b>\$ 26,268</b>	<b>12%</b>
<b>Grand Total</b>	<b>\$ 154,300</b>	<b>\$ 116,019</b>	<b>\$ 38,281</b>	<b>75%</b>	<b>Grand Total</b>	<b>\$ 119,000</b>	<b>\$ 71,817</b>	<b>\$ 47,183</b>	<b>60%</b>

Trustee and Benefits	Beginning Balance	Apprentice Disbursements	Third-party Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 14,288	\$ 374,420	\$ 247,792

CNA Study					ARPA WFDT				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %	Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Salary & Benefits	\$ -	\$ -	\$ -	0%	Idaho Launch	\$ 11,837,362	\$ 11,280,088	\$ 557,274	\$ 5,108,256
<b>Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	Talent Pipeline Management (TPM) – Regional Coordinators	\$ 1,115,038	-	-	-
Administrative Services & Supplies	\$ -	\$ -	\$ -	0%	1 Percent Consulting	-	148,790	-	96,982
Communication Costs	-	-	-	0%	Idaho Associated General Contractors	-	152,151	-	64,873
Computer Services & Supplies	-	-	-	0%	Center for Advanced Energy Studies	-	150,000	-	45,000
Employee Development, Memberships & Subscriptions	-	-	-	0%	Coeur d'Alene Area Economic Development Corp	-	152,000	-	-
Employee Travel Costs	-	-	-	0%	Clearwater Economic Development Association	-	147,657	-	27,752
Contracts, Events & Other Council Activities	125,000	18,930	106,070	15%	College Southern Idaho	-	150,000	-	62,591
Rentals & Operating Leases	-	-	-	0%	Idaho Manufacturing Alliance	-	149,940	-	18,923
Government Overhead & Insurance	-	-	-	0%	TPM Training & Lightcast Licenses	-	64,500	-	55,000
<b>Operating Budget</b>	<b>\$ 125,000</b>	<b>\$ 18,930</b>	<b>\$ 106,070</b>	<b>15%</b>	Reserved for CHIPS Act Projects	\$ 11,500,000	-	\$ 11,500,000	-
<b>Grand Total</b>	<b>\$ 125,000</b>	<b>\$ 18,930</b>	<b>\$ 106,070</b>	<b>15%</b>	Next Steps Idaho Investments	\$ 125,000	\$ 125,000	\$ -	\$ 27,418
					Idaho Launch Website & Marketing	\$ 275,000	\$ 275,000	\$ -	\$ 16,777
					Salary	\$ 123,600	\$ 123,600	\$ -	\$ 57,828
					Operating	\$ 24,000	\$ 24,000	\$ -	\$ 29,141
					<b>Grand Total</b>	<b>\$ 25,000,000</b>	<b>\$ 12,942,726</b>	<b>\$ 12,057,274</b>	<b>\$ 5,610,540</b>

Discussion:

- Will the regular operating budget be enough for the yearly expenses?
  - The challenge for the WDC is that we have the unexpected collection costs with Idaho Launch, but we will not be going over. Staff will need to shift approximately \$50,000 from Trustee Benefits to Operating to ensure we don't have any issues during the Luma transition.
  - Ms. Secrist shared the Luma transition deadline. Payments won't be able to begin again until after the second week in July.

**Office Construction**

Ms. Secrist shared the construction plan and the timeline moving forward. With the expansion of Launch it is necessary to have the office infrastructure to accommodate the new personnel.

**Motion by Mr. Maloney to approve \$54,043.00 in construction costs related to the Idaho Launch Expansion. Second by Ms. Griffin. Motion passes.**

**Child Care Expansion Grants – Small Provider Support**

Ms. Griffin shared with the Committee that the Child Care Expansion Grant Committee met to discuss possible policy changes. They determined that they will not be recommending policy modifications. They would instead like to make procedural changes to elevate small providers' ability to create robust business plans and to receive grant awards in the second year of funding.

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Ms. Secrist shared the successes and the challenges with awarding grants to small provider applicants. Specifically, we need direct/technical support in both English and Spanish, both verbal and written, business plan development, and assistance with grant implementation if needed. The WDC staff will seek out more specialized help in the form of a contractor. The option the CCEG Committee recommended was to contract with a child care technology provider that supports business start-ups. This would require a mini-bid through the National Association of State Procurement Officials (NASPO) – which takes approximately 4–6-weeks to complete.

### Discussion:

- One of the options the Child Care Committee had discussed was hiring another full-time staff person to take on this task. This does not seem like the right area to grow currently.
- The Committee discussed the future need for another member with bilingual language abilities.
- Are we advocating providing these applicants with free business classes?
  - Yes, because it will assist in preparing the grantees.
  - It is a good thing to do.

**Mr. Maloney made a motion to support option 2, posting a mini bid for a child care technology provider that supports business start-ups. Mr. Kolb seconded. Motion passed.**


### Talent Pipeline Management Update/Discussion

Mr. Thomsen presented the Idaho Talent Pipeline Management Initiative. See graphic below.

## Idaho Talent Pipeline Management Initiative

### Regional Industry Efforts

- **NORTHERN** - Hosted by Coeur d'Alene Area Economic Development: Healthcare & Construction
- **NORTH CENTRAL** - Hosted by Clearwater Economic Development Assn: Healthcare & Natural Resources
- **SOUTHWESTERN** - Hosted by 1 Percent Consulting: Construction, Healthcare, Broadband
- **SOUTH CENTRAL** - Hosted by College of Southern Idaho: Food Processing & Healthcare
- **EASTERN and SOUTHEASTERN** - Hosted by Center for Advanced Energy Studies: Construction, Healthcare
- **STATEWIDE** - Hosted by Idaho Associated General Contractors: Construction
- **STATEWIDE** - Hosted by Idaho Manufacturing Alliance: Advanced Manufacturing



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### Discussion:

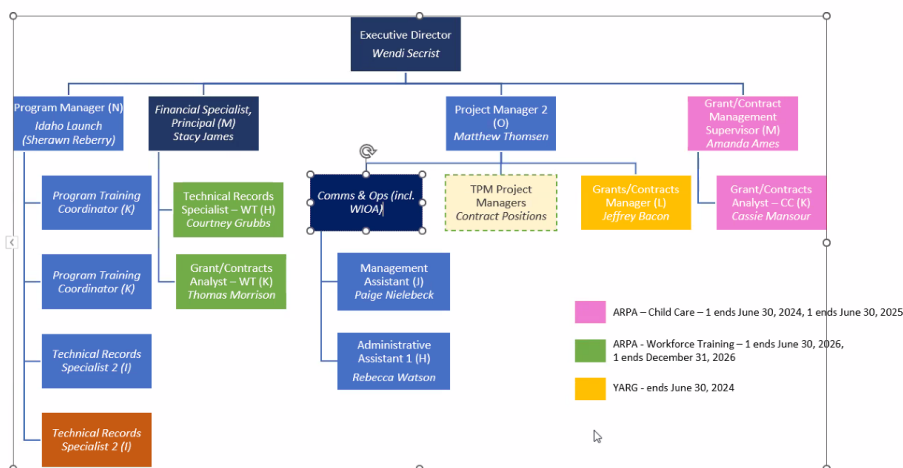
- The Committee appreciates seeing what TPM is doing throughout the state.
- It is exciting to hear that TPM is leading to hiring.
- Where are we close to calling this a success story?
  - The College of Southern Idaho is making great gains, and we will be featuring Janet Pretti in our Age of Agility summit in May.
  - Boise State is engaging in a fruitful TPM initiative as well.
- How will we define success with these?
  - TPM is a long-term investment that was never going to have immediate results, but over time, the alignment between the TPM projects and our training funds investments will define success.
- Is it a good idea to ask, direct, or invite council members throughout the state to get more connected and engaged in TPM?
  - Can we start small? For example: send the Region 1 members to the Northern Idaho TPM meeting... and then expand this throughout the state.
- Mr. Kolb reflected that he attended a manufacturing cohort last week and was hoping to see more in attendance. He agrees that this is a worthwhile goal.
- The Committee reflected that maybe they need to ask, “who can I connect with and how can I help?”
  - Council members may not even know how to plug in.
  - Ms. Hoehne offered to help with connecting TPM to the Council.

### Executive Director’s Report

### Staff Updates/ Org Chart

Ms. Secrist presented the WDC org chart with the new roles:

## Organizational Chart



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### **June (Boise) and September (Idaho Falls or Pocatello) Council Meetings**

- Ms. Secrist shared that the Chinden Campus is booked for the time of the planned June WDC meeting in Boise. Does WinCo have a training space that might work?
  - Yes, but not as large as we have had in the past.
  - We may not need that much space. Paige is working on finding a venue. She will reach out to Ms. Hoehne.

### **National Law Enforcement Foundation Child Care Application Grant**

Ms. Secrist discussed with the Committee that the National Law Enforcement Foundation (NLEF) would like to submit a Child Care Expansion Grant Application which would require a waiver to go above the \$15,000 limit per child care seat.

Discussion:

- How many children will be served by this child care center?
  - Fifty seats at a time, for 2 full shifts, 100 children total. This is a \$3 million investment.
- Does the Committee want a brief presentation from the NLEF at the June Council meeting before considering this waiver?
  - Yes, the Committee would like them to present.

### ***STEM Focused Investments***

Ms. Secrist presented the STEM focused grant opportunities that will soon become available. She pointed out that this is a window into grant opportunities for the Grant Review Committee to consider in the coming months.

### ***Executive Session***

**Mr. Maloney made a motion to go into Executive Session pursuant to Section 74-206(1)(b), Idaho Code, to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student, with the express purpose of considering the Employee Evaluation of the Director of the Workforce Development Council.**

Discussion:

- Mr. Kolb wondered if it is permissible to go into Executive Session without all members of the Executive Committee present.
  - Ms. Secrist responded that it is because a quorum of the members fulfills the requirement.
  - Ms. Hoehne can check in individually with members who are not present to gain feedback on the performance of the Executive Director.
- The Governor's Office has requested a letter containing feedback to incorporate into her evaluation.

**Motion seconded by Mr. Kolb. Motion passed.**

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### ***HR Performance Discussion***

At this time (3:13 PM MT) the staff members dropped off the call as the Executive Committee went into Executive Session.

**Meeting Adjourned**