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Chair

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Vice Chair

## **WORKFORCE DEVELOPMENT COUNCIL**

514 W Jefferson St, Ste 131, Boise, Idaho 83702

### **Grant Review Committee Meeting Minutes**

**Date:** Tuesday, June 27, 2023

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

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

**Staff:** Rebecca Watson, Matthew Thomsen, Denise Hill, Jenny Hay

**Guests:** Abby Delmas, NWLC; Alyssa Romero, Lobby Idaho

**Called to order at 3:02 p.m.**

**Welcome**

**Roll Call** – Quorum met.

**Review Agenda** – No changes

**Review May 23, 2023 Meeting Minutes**

**Motion by Ms. Jenni Bradford to approve the May 23, 2023 Meeting Minutes as written. Second by Mr. Jake Reynolds. Motion carried.**

**WDTF Financial Summary**

Mr. Thomsen presented an overview of the current budget status and spoke to the anticipated FY24 budget.

Discussion:

- There will be no additional approvals through June 2023.
- The committee will most likely begin formal FY24 grant review and approvals at the October committee meeting.

## **Rubric Discussion**

Mr. Thomsen led the committee in a review and discussion of the updated draft of the Grant Review Rubric.

Discussion:

- The committee discussed items to be included into a Grant Review Procedure on the grant approval process and use of the Rubric in arriving at those approval determinations.
  - Committee comments on rubric presented by staff:
    - Consolidation of discretionary items into variable list
    - Approval threshold and how it is determined.
    - Number of grants to be reviewed in meetings.
    - Define alignment. Rubric currently shows No alignment, low, medium, high alignment. Need to define what each category means.
    - Process for application scoring.
    - Cadence of reviews, quarterly.
- The Grant Review Committee will need to approve a final version of the rubric. The updated version of the rubric and a procedure manual will be reviewed at the July meeting. The committee will need to take action on the items in order for Policy Committee review and approve the Rubric.

*Action Item: Mr. Thomsen will update the Rubric and draft a procedure for its use in approving grant applications; to be review at the July committee meeting.*

**Motion by Mr. Brian Cox to adjourn.**

**Meeting adjourned at 3:39 p.m.**