

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 83702

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, July 13, 2023

Time: 2:00 – 3:30 PM

Council Committee Members: Deni Hoehne, ~~John Young~~, ~~Joe Maloney~~, Kelly Kolb, Sarah Griffin

Guests: Alyssa Romero, Lobby Idaho

Staff: Wendi Secrist, Denise Hill, Amanda Ames, Matthew Thomsen, Stacy James, Rebecca Watson, Sherawn Reberry, Elaine Zabriskie

Call to Order at 2:05 PM

Roll Call – Quorum Met

Review Agenda – Moved Idaho Launch Update to top of Agenda

***Review May 25, 2023, Meeting Minutes**

Motion by Ms. Griffin to approve the May 25, 2023 meeting minutes as written. Second by Mr. Kolb. Motion carried.

Idaho Launch Update

Dr. Reberry presented updates on Launch.

- ITN posted with deadline for proposals on July 28.
- Software Engineer starts July 24th.
- Development is on track for October 3rd, 2023 opening of applications.
- Policy Committee will be discussing Extenuating Circumstances Policy during their next meeting August 15th, 2023. Planning to meet in person.

Discussion:

- No assistance from Executive Committee at present, the team will reach out as needed.
- Currently presenting to State Boards, IACI, CTE conferences
- What kind of concerns being heard?
 - Minimal concerns, mostly questions and interest.
 - What are the in-demand careers is the biggest question.

Budget Report

Ms. Secrist presented the budget update.

- Due to Luma transition June has not closed yet.

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- Reviewed budget materials from June Council Mtg:
 - WDTF Financial Summary end of May
 - Revenue projections for FY24
 - Staff is ready to open for grant applications and begin awards.

WDTF Financial Summary		WDTF Revenue			
WDTF Cash Balance 5/1/2023	\$ 13,651,029	Month	Transfer In	Interest	Collection Cost
Revenue	995,250	July	\$ 260,762	\$ 12,231	\$ 42,108
Interest	35,718	August	892,198	14,898	-
Payments	469,048	September	10,162	18,825	-
Cash Balance prior to Transfer In	\$ 14,212,949	October	239,927	22,370	-
Transfer In	\$ 13,000,000	November	766,556	24,847	-
WDTF Cash Balance 5/31/2023	\$ 29,212,949	December	26,100	26,603	-
Obligated Employer Grants	\$ 1,436,191	January	198,404	29,614	-
Obligated Industry Sector Grants	5,828,259	February	553,669	31,862	73,401
Obligated Innovation Grants	2,798,112	March	4,495	31,528	-
*Obligated Outreach Projects & Allocated Budget	181,143	April	492,537	35,453	30,569
Preceptorship	200,000	May	995,250	35,718	18,095
LAUNCH	2,729,175	June			
FY23 WDTF Admin Costs	147,999	FY23 Totals	\$ 4,440,059	\$ 283,950	\$ 164,173
Obligated Balance	\$ 13,320,880	Estimated Launch obligations at end of June = \$2,305,522			
Unobligated Balance	\$ 15,892,069	Leaves \$423,653 as unobligated balance.			
Proposals Under Review	893,291	Anticipate \$1,430,500 in transfers for July and August.			
Unobligated Balance if all funded	\$ 14,998,778	Roughly \$1.85m available...			

FY24 WDTF Revenue Projections			
Month	Transfer In	Interest	Collection Cost
July	\$ 420,500	\$ 35,000	\$ 12,500
August	1,010,000	50,000	12,500
September	11,900	50,000	12,500
October	307,400	45,000	12,500
November	926,000	45,000	12,500
December	20,200	45,000	12,500
January	353,500	35,000	12,500
February	633,000	35,000	12,500
March	13,100	30,000	12,500
April	472,000	30,000	12,500
May	1,215,400	25,000	12,500
June	17,000	25,000	12,500
FY24 Totals	\$ 5,400,000	\$ 450,000	\$ 150,000

WDTF Grants

Mr. Kolb presented an update on WDTF Grants.

***Request to Reopen Applications**

- Applications were closed in January 2023.

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- Ready to begin accepting applications for quarterly awards.
- Criteria to prioritize for quarterly award approvals?
 - Grant Review Committee's rubrics have been refined to be utilized during the qualification and award process.

Motion by Mr. Kolb to reopen grant applications. Second by Ms. Griffin. Motion carried.

****Jackson Jet Center Employer Grant***

- \$145,000 from WDTF fund.
- Vendor provided training for new and existing employees.
- Training will lead to promotions with significant pay raises, and long term employability for Jackson Jet Centers workforce.
- 189 employees in Idaho.

Motion by Mr. Kolb to move forward with approving the Jackson Jet Center Grant as presented. Ms. Griffin second. Motion carried.

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

- \$708,089.83 from WDTF fund.
- Meeting demand for skilled workforce in the forest products industry.
- Directly targets:
 - Secondary school students
 - Current workforce
 - University of Idaho students

Motion by Mr. Kolb to move forward with University of Idaho Grant as presented. Ms. Griffin seconded. Motion carried.

****Child Care Policy Update***

Ms. Griffin and Ms. Secrist presented an update on the current Child Care Policy.

- Request to change dates in policy for small providers serving 12 or fewer children.
 - Change \$4 million dollars set aside until date from March 1, 2023, to April 30, 2024
 - Change funds obligation date from October 31, 2024, to June 30, 2024.

Motion by Ms. Griffin to accept Child Care Policy changes as presented. Mr. Kolb seconded. Motion carried.

****Child Care Small Provider Procurement Approval***

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Ms. Griffin presented an overview of the current Small Provider Procurement Proposal from Wonderschool for Child Care Software Services.

- Meets requirements requested.
 - Bi-lingual.
 - Recruitment included.
 - Minimum recruitment of 50 new providers.
 - 12-week academy training.
 - Grant writing support and coaching.
 - 1:1 coaching and support.
 - Optional to continue software support after 1 year at minimal fee to providers.
 - \$849,700 to implement the program.
 - \$3568.33 cost per seat
 - \$21,410 cost per program
 - Policy allows providers to apply for up to \$15,000 per seat.
- Wonderschool is currently partnering with state of Nevada and Michigan
 - Nevada gave positive feedback.
 - Michigan was not reached.
- Contract negotiation will include a pay for performance clause.

Motion by Ms. Griffin to approve Ms. Secrist to negotiate the Wonderschool contract. Mr. Kolb seconded. Motion carried.

Executive Director's Report

Ms. Secrist presented her Director's Report.

- Luma transition
- FY 24 – 27 strategic plans
- Construction happening currently at WDC office.
- September 13, 2023 Council Mtg
 - INL in Idaho Falls
 - Hotel in process
 - Tour of INL September 12, 2023
- Staff/Hiring Updates
 - Software Engineer starting July 24, 2023
- New Council Members
 - Amanda Logan, Director of Public Affairs for Ball Ventures has joined the WDC Council
 - Replacing Liza Leonard
- Additional Member Updates
 - James Pegram is retiring, September will be his last Council meeting.
 - Liaison to Vocational Rehabilitation Council

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- Lt. Governor will be joining the Executive Committee beginning in August.
- James Smith is moving from Eastern Idaho Electrical JATC to the City of Idaho Falls. He would like to remain on the Council.
- 2 vacant industry seats
- 1 Veteran vacancy
- 1 union vacancy –
- Lori McCann appointment dates are being verified for an error.
- Lt Governor meetings currently scheduled.
 - Scheduled by region.
 - Update on Launch, Wendi Secrist.
 - General conversation.

No additional topics or discussion.

Adjourned at 3:29 PM.