



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, July 12, 2018

Time: 1:00 p.m. – 3:00 p.m.

Location: Teleconference

Call In: 1-720-279-0026

Guest Passcode: 470642

Meeting Conducted By: Trent Clark, Chairman

Council Committee Members: Trent Clark, John Young, Deni Hoehne, Jeff McCray, ~~BJ Swanson~~

Committee Members:

Guests: Melinda Smyser, John Anderson, Georgia Smith

Staff: William Burt, Wendi Secrist, Matt Thomsen

Outreach and Communications Update *(provided during a working lunch prior to the start of the meeting)*

Ms. Solace provided an update on the first Outreach Committee meeting and the objectives for the Council meeting on the 18th.

Call to Order at 1:22

Review Agenda – No additions

Roll call - Quorum Met

Approve Minutes – June 14, 2018

Motion by Mr. Young to approve minutes as written. Second by Mr. McCray. Motion carried.

Idaho LeADer Initiative Update

Based on guidance from the Governor's Office the WDC staff did not submit Idaho LeADer as a legislative initiative.

Workforce Development Training Fund Policy Discussion

- **Process & Timeframe** -The Policy Committee has decided to hold an all-day meeting in August to have an in-person discussion. In June the Committee met to start discussing the existing Workforce Development



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Training Fund policies. Their goal is to make recommendations on policy changes to the full council at the October meeting. Next week at the full council meeting the investment group will discuss metrics which will inform the final policy recommendation. Feedback from the Grant Review Committee will be solicited but they will not be part of the policy discussions to keep separation between the two functions.

- **Updating IDOL References to WDC** – Staff requests that policy references to the Idaho Departments of Labor and Commerce Directors be rescinded immediately, rather than waiting until the Policy Committee completes its work in October. This is to eliminate confusion in the existing policies as to who has authority to make decisions. The Governor, followed by the Legislature, shifted the Workforce Development Council to a stand-alone agency and gave it full authority over the Workforce Development Training Fund. It was suggested that the existing policies could be carried over, except those that conflict with the Executive Order and Idaho Statute, allowing the policy committee to do its work but acknowledging that some things are defined in those documents. **Motion by Mr. Young to recommend that all previous transmittals containing grant criteria policies and practices previously approved by the WDC board be carried forward and be amended to reflect the changes brought about by the 2017-13 Executive Order and House Bill 432. Second by Ms. Hoehne. Motion carried.**
- **Caps on Grant Programs** – With the previous structure, it was important that the Council provide guidance to the Directors of Labor and Commerce on how to allocate funding across the grant programs. It is no longer in the best interest of the Council to have caps on the grant programs as there is now a Grant Review Committee to make recommendations on how to invest the funds. **Motion by Ms. Hoehne to remove the language from the policy. Second by Mr. McCray. Motion carried.**

WDTF Grant Policy Clarifications

“Proportionate Share” with respect to cash and in-kind match – Currently it is a struggle for applicants to describe their match and calculate how much cash and in-kind is required if they are providing a combination of the two. The WDC staff found a formula that one of the regional business specialists developed which values in-kind at 25% of the value of cash, but otherwise the existing policy does not offer any guidance. Staff requests input from the executive committee to guide the process until the Policy Committee has a chance to review it.

Committee members see value in providing flexibility to the Grant Review Committee to determine what is acceptable and what is not. It was suggested that staff use, “The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training, but at the following rates of no less than 25 percent cash and no more than 100 percent in-kind match or a combination of cash and in-kind match.”

This does not change the policy. This is to give the staff guidance on how to interpret the statement until the Policy Committee recommends changes.

200% cap on trainee costs

There is also a lack of clarity in the employer grant policy with respect to “No individual trainee cost can exceed 200 percent of the average amount as identified in the contract.” Often, in an employer grant, an individual is



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being provided with multiple training opportunities and the training plan and budget require the employer to list the cost by type of training, not by specific employees. Other questions that come to mind include - is this a 200% cap per year since contracts are good for 2 years? Is the average amount the cost per position that was recommended under the scoring model or the average cost per position of the training that is being funded by the WDTF? Staff understand that these policies were put in place to drive down the cost of training per person; however, the reality is that some training programs are more expensive than others and if the training line item is approved for reimbursement, the grant ought to reimburse that amount.

So far, this "average amount" has not been considered by the Grant Review Committee. They are looking at the overall benefit of the program and what the scoring model recommends. In addition, review of past reimbursements indicate that this factor has not been tracked and would be incredibly difficult to track on an employee by employee basis.

Motion by Ms. Hoehne to eliminate the 200% cap on trainee cap. Second by Mr. Young. Mr. McCray recuses himself from the vote. Motion carried.

Expanding sector and micro grants to include work-based learning components

This discussion item was taken care of by the above motion to amend the current policies to reflect changes made by Executive Order 2017-13 and HB 432. The Workforce Development Training Fund's eligible uses now include outreach and engagement so those items will be included in list of eligible expenditures for the industry sector and micro grant programs.

Review July 18 Full Council Meeting Agenda

Ms. Secrist briefly went over the agenda for the July 18 Full Council meeting.

Wayne Hammon, AGC, is in the process of developing a Sector Grant request, but he is not coming in to pitch his grant or tell the council why the grant should be funded. The goal of having AGC and the Nuclear panel is to highlight the partnerships being established by the Council.

Chairman Clark will be presenting an Executive Committee update at the council meeting and will include an explanation of actions taken by the Executive Committee on behalf of the full council. The Executive Committee does approve grants when it is impractical to wait until the next Council meeting. However, it is important to ensure that the full council does not feel like they do not have a say in the awarding of grants. The Council will have an opportunity at the upcoming meeting to review two grants and vote for approval/disapproval.

Adjourned at 3:05

Motion by Mr. McCray to adjourn. Second by Ms. Hoehne. Motion carried.