



## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Workforce Development Policy Committee Meeting Minutes

**Date:** Tuesday, September 18, 2018  
**Time:** 9:30 am – 10:30 am (Mountain Time)  
**Location:** Teleconference  
Call In: 1-720-279-0026  
Guest Passcode: 470642

**Meeting Conducted By:** BJ Swanson, Committee Chairman

**Council Members:** B.J. Swanson, Joe Maloney, ~~John Smith~~, Kelly Kolb, ~~Lori Wolff~~, Scott Syme, ~~Todd Schwarz~~

**Committee Members:** ~~Bert Glandon~~, Christi Rood, Jake Reynolds, ~~Dotty Heberer~~, ~~Roy Valdez~~

**Guests:** Jill Kleist

**Staff:** Wendi Secrist, Paige Nielebeck, Matthew Thomsen, William Burt

**Call to Order at 9:31 am**

**Roll Call – Quorum Met**

**\*Approve Minutes from July 17 and August 20 Meetings**

Motion by Representative Syme to approve July 17 and August 20 minutes as written. Second by Mr. Kolb. Motion carried.

**Workforce Development Training Fund Policy Modifications from August 20 Meeting**

Ms. Secrist sent out a document to the committee that synthesized all the notes taken during the August 20 meeting. Ms. Secrist would like to go over this document today with the Committee to discuss the proposed modifications. The changes will then be sent out to the Committee to review before the next meeting and asked to make recommendations to the full council to adopt the changed policies.

Please see attached document.

Discussion:

**Proposed Goals of the Idaho Workforce Development Training Fund Grant Programs:**

The committee is in support of these proposed goals.



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### Proposed Metrics for the Workforce Development Training Fund:

Ms. Secrist is proposing to shift the name of "Micro Grant" to "Innovation Grant" based on discussions during the August meeting.

Could Innovation Grants be used to help encourage businesses to bring on students as employees and pay the Workers Comp tax?

- That is a possibility and an option that could be explored. The other option is Department of Labor can be listed as the employer and can help take care of this issue. Both options should be explored.

The committee is in support of the Proposed Metrics for the Workforce Development Training Fund.

### Employer Grants:

<b>Existing Policy</b>
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Entry level wage must be no lower than \$12 per hour.
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- It is nice to give some preference to those who are going above the \$12 minimum.
- There is only one county whose average county wage is below \$12 an hour, but it is extremely close to that wage.
- The Committee is in favor of the policy being changed to say "Entry level wage must be no lower than \$12 per hour. Preference will be given for jobs that pay at or above the county average wage."

<b>Existing Policy</b>
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The company must produce a product or service that is sold more than 50% outside the region where the business is located with the exception of health care based on the "high wage/high growth" concept.
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- The Committee has agreed to eliminate this from policy.

<b>Existing Policy</b>
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Company is increasing its current workforce OR is retraining existing staff with obsolete skills in order to avoid layoffs.
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- The Committee is in favor of changing the language to say "Company is increasing its current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives." to align with Idaho Code.



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### Existing Policy

Third party call centers do not qualify for WDTF funds.

- The Committee is in favor of eliminating the restriction on call centers based on reasoning that wages and health benefits will screen out companies that do not offer the kinds of jobs we want to promote.

### Existing Policy

The quantitative funding model is used for determining eligibility and the amount of funding per job for new and retained jobs.

- This model will be reviewed annually by the Council to see if changes need to be made (this is a process change not a policy change)
- The Committee would like to integrate "If a grantee has received a WDTF grant previously, past performance will be reviewed and taken into consideration in the future" into policy.

### Existing Policy

Contractor (company) agrees to submit all new hires to the New Hire Report at <https://labor.idaho.gov/newhire>. Only Idaho taxable payroll employee training costs which are cross matched and verified on Idaho's Hire Report Data Base are eligible for reimbursements cost (excludes employee's wages during training).

- The Committee is in favor of changing the policy to say, "Only Idaho taxable full-time non-seasonal employees are eligible" and moving the how over to the additional guidance/process.

### Existing Policy

Contractor (company) shall provide a list of all positions and average wage, along with individualized skill training plans as required by their job classifications. Training shall be provided to all identified employees and be completed before the expiration of the contract. The training plan should include the training vendor, training title, training description, skills attainment and cost. If the company provides internal training, the training must be a structured on-the-job training with a specific outline of the training curriculum, skills gained, expected outcomes and details on the effectiveness of the training.

- Ms. Secrist has requested to come back to the Policy Committee with a change to this policy and the process that would make this portion easier for the company. The changes would take this laundry list of requirements and make it more of a broad explanation.



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- There is a little discomfort with changing the policy. Would it be possible to change the modification process rather than the policy? The WDC staff will look into this option as well.

### Pre-Award for Training Plan (new policy):

- There is some concern about giving a pre-award and then not have the training plan be approved or their grant not be approved.
  - Another option could be to reimburse the company after the training plan is created, but that could create some problems if the grant is then not approved by the Council.
- For smaller companies it might be better to push them towards a Sector grant if they do not have the capacity to apply for an Employer Grant.
- The Committee would like to table this change and will be explored again in the future.

### Eligible Expenses (new policy):

- Goal is to provide clarity on what can/can't be funded.
- It addresses the issue of safety training. It does not exclude the other types of training but puts the emphasis on transferrable skills. It does not prohibit companies from applying for reimbursement for OSHA, etc.
- A majority of the Executive and Grant Review Committees are not in favor of funding safety training.
- Maybe it is a possibility to only fund safety training for new employees and training for current employees.
- What if an employer comes to the Committee with a grant to improve their safety training program?
- It is hard to put into policy the specific types of training that will or will not be reimbursed.
- Could it just simple state that safety training is not eligible for reimbursement?
  - The Committee is in full support of adding this language to the policy.
- Equipment, Facilities and Assessments will also not be eligible for reimbursement.

### Number of Grants Open (new policy):

- The Committee is in favor of stating that employers can only have one Employer grant open at a time.

### Discussion on Council Members companies' applying for Employer Grants

- Ms. Secrist shared that the Governor's office is not in favor of having a Council member resign if their company applies for an employer grant
- The Conflict of Interest policy could be adapted to include the following:
  - "In addition, the member's duties are suspended while the Council is deliberating on such matter and the Chair will ask the member to remove himself/herself from the room while deliberations are taking place."



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- The Committee is in favor of changing the policy until the new Governor is in place.

### Industry Sector Grant

<b>Existing Policy</b>
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Maximum award is \$250,000.
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- The Committee is in favor of eliminating the cap on Industry Sector Grants

<b>Existing Policy</b>
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Each grant must be expended within two years with the option for a one year, no-cost extension if the outcome benchmarks are met.
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- The Committee is in favor of extending the timeline to three years.

<b>Existing Policy</b>
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The industry consortium must develop a targeted occupation labor market analysis that identifies the current and projected gaps in employment for the industry and select a training solution to alleviate identified skill gaps. This may be a public/private postsecondary training provider, development of work-based training components or a combination of the two.
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- The Committee is in favor of changing this language to "The industry consortium must show need for the training proposed in the application."

<b>Existing Policy</b>
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The industry consortium, together must provide a 25% cash match of the total grant request, or 100% in-kind match equal to the total grant request, and a memorandum of understanding signed by each partner delineating their contributions.
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- There currently is not template for an MOU, but the WDC Staff can create an MOU template.
- A signature from the consortium partners is needed.
- A letter of intent is not strong enough (it is not a contract).
- The Committee is in favor of changing the language to "The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training, at a rate of no less than 25 percent cash, or no less 100 percent in-kind match, or a combination of cash and in-kind match. All consortium partners must sign an MOU in a template provided by the Council." The WDC Staff will create a template.



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### Existing Policy

Administrative costs cannot exceed five percent of the WDTF grant award.

- The Committee is in favor of increasing the administrative cost percentage to 10%.

### Existing Policy

Funds may be used only for the development and delivery of occupational training components that address the identified industry's skill gaps.

- The Committee is in favor of changing the language to say, "Training should provide transferrable skills gains for all individuals participating in the program. Training should lead to wage gains and/or promotional opportunities for incumbent employees of the consortium partners. Training may include traditional classroom delivery, online delivery and/or work-based learning delivery."

### Existing Policy

Grant funds must be used for delivery of training that alleviates the identified skills gaps and may include: personnel costs for development of training modules and/or delivery of training in a classroom; salary of a business training employee/trainer or for industry expert trainer at a job site; space, equipment or supplies necessary for training; outreach efforts to attract individuals to the training opportunity.

- The desire is to have a bulleted list of what the funds can be used for. That way it is really clear to the applicant what can be funded.
- What is reasonable? How do you determine what is reasonable?
  - This is something that the Grant Review Committee will have to weigh when they look at the application.
  - Reasonable can mean different things to different people.
  - Without a lot of data, it is hard to change the word to anything else.
  - The Committee has agreed to keep the word reasonable
  - The Committee is in favor of changing the language to say "Eligible use of grant funds includes:
    - Personnel costs for development and/or delivery of training; or tuition, fees, books and materials for existing training integrated into the program.
    - Personnel costs for the industry mentor/on-the-job trainer for structured on-the-job training.
    - Reasonable training facility costs.
    - Reasonable equipment costs and supplies.
    - Reasonable travel costs for the instructor and/or trainee.



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- Reasonable outreach/ marketing efforts to attract individuals to the training program.
- Cost of assessments associated with the provision of recognized credentials.”

### Reports and Social Security Numbers (new policy):

- New language states they are required to submit quarterly reports and provide the entire 9-digit social security number of the trainees/participants.
- If the person is under 18, are they excluded?
  - We have come to a new age where we are trying to get students into jobs at 16 or 17 years-old. They should be required to provide their social as well.
- The Committee is in favor of this policy.

### Intellectual Property (new policy):

- This language would incorporate an intellectual property clause.
- How and When do you decide to share the information?
  - That would be outlined in the actual legal language. We would be talking about finished product. Not necessarily what is in the application.
- It is important to ensure that intellectual property is defined.
- The Committee is in favor of adding this clause and policy.

### Innovation (Micro) Grants

The Committee is in favor of changing the name to Innovation Grant.

Existing Policies
New or enhanced training must address specific employer-identified skills gaps in the community; training cannot supplant or compete with current training opportunities.
Training may include work-based learning opportunities or classroom training that addresses the skill gaps identified by employers in the community while providing job candidates with new skills or enhancing the skills of employees at risk of being permanently laid off that allow them to achieve a higher earning level.

- This policy outlines what kinds of activities are eligible for funding. It is recommended the language be changed to:

“Innovation grants can fund projects that address local workforce development needs. Projects may provide skills training to individuals and/or assist individuals with connecting to careers.”

- New or enhanced training must address specific employer-identified skills gaps in the community; training cannot supplant or compete with current training opportunities.



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- Training may include work-based learning opportunities, classroom training or virtual training that addresses the skill gaps identified by employers in the community.
- Assisting individuals to connect to careers may include providing information and outreach on career education and workforce training opportunities and/or soft skill development.”
- The Committee is comfortable with this outline

<b>Existing Policy</b>
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The community-based team must provide 100% match (in-kind, cash or a combination).
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- It is difficult for the lead applicant to track the in-kind match.
- If we were not going to track the in-kind match what is the point of requiring it?
  - We could ask the lead applicant to describe the community support and/or leveraged resources.
- The Committee is in favor of just asking the lead applicant to describe the community support and/or leveraged resources.

<b>Existing Policy</b>
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The lead applicant must represent a community-based team with representation and support from business, education and other community partners as an ideal partnership.
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- The proposed change is changing “and” to “and/or” to provide flexibility to the applicants if they are unable to obtain a community partner.
- The WDC Staff will come up with a few examples to explain why one entity may not be able to obtain all of the partners.
- There should be a way for the lead applicant to partner with all three of the different entities
  - There may be some issues with getting community partners involved in some instances. It could make the process a lot longer.
- Community should be defined.
- The Committee would like to keep the policy as is, but add in a definition of community.

<b>Existing Policy</b>
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An applicant must include a description of who will be targeted for training, any pre-requisites for training and the team’s planned outreach to under-represented groups.
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- The Committee is in support of changing the language to have them show a need for training and the populations that will be targeted.



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### Existing Policy

To document the Workforce Development Training Fund's return on investment, individuals 18 and over must provide social security numbers as a condition for participating in training.

- The Committee is in favor of eliminating this policy and allowing it to be included on a case-by-case basis, as determined by staff, depending on the type of project.

### Number of Grants Open (new policy):

- New policy that states they can have more than one innovation grant open at a time, but past performance will be taken into consideration.
- The Innovation Grants are less focused on specific employers they are more community focused. They impact the employers but focused on benefitting the community.
- The Grant Review Committee would be moderating the amount of grants going to one grantee.
- The Committee is in favor of this new policy.

### Serving More than One Region (new policy):

- New Policy that states entities can apply for a grant to serve more than one region, but the budget for each region cannot exceed \$25,000. The applicant would be able to submit one application for multiple regions.
- It would be beneficial to ensure that the program is going to work in one region before giving funds to the entity to provide the program in all regions.
  - The Grant Review Committee may require further proof of concept on these projects.
- The Committee is in full support of this policy with the addition of language that states the Grant Review Committee may require further proof of concept on the projects.

### Intellectual Property (new policy):

- The Committee is in favor of adding this clause and policy.

**Adjourned at 11:09 am**