



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, December 19, 2018

Time: 8:30 a.m. – 4:00 p.m.

Location: IDOL
317 W. Main Street
Boise, ID 83735

Meeting Conducted By: Trent Clark, Chairman

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

Guests: John Russ, Christie Rood, Rick Aman, Jeff Fox, Rick McClennon

Staff: Wendi Secrist, Caty Solace, Matthew Thomsen, Paige Nielebeck, William Burt

Call to Order at 8:26 AM

Roll Call

Silent roll call. Ms. Nielebeck observed that all of the Executive Committee members were present.

Review Agenda

Ms. Secrist has requested that the committee add an item to discuss an update on a Job Corps Project after the College/Career Advising Evaluation Update.

Motion by Ms. Hoehne to amend the agenda with the above change. Second by Mr. Young. Motion carried.

Approve Minutes – September 13, 2018

Motion by Ms. Swanson to approve the minutes as written. Second by Mr. McCray. Motion carried.

Discussion with Idaho's Community College Presidents

WDTF Sector Grant

The Council is working to encourage entities to apply for Industry Sector Grants over Employer Grants. Employer Grants are important and will not go away, but the Council feels that Industry Sector Grants is where the focus should be. The Community Colleges are key partners in Sector Grants. The Council is seeking feedback from the Community Colleges on these projects.



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From the inception of the sector grant program to the end of 2018 there have been 10 sector grants awarded. Since the beginning of 2018 we are on track to have approved 7 sector grants in just this year. This is a positive step, but we need to be facilitating more partnerships. There is a large unobligated balance in the fund that can be used for grants.

How can we work with the colleges to see some of this unobligated balance to work?

- It is important to remember that not all programs work for everyone. One college will have different needs than other colleges.
- Industry Sector grants are a huge opportunity for Colleges. Industry has the opportunity to go to the colleges and request that training be created to fill a need. This then can motivate other industry to come to the colleges and ask to participate in that program or work with them to create a new program.
- It is important to ensure that industry knows that these programs are available.
 - The availability of these sector grants need to be broadly publicized. The word needs to be spread.
- Does the push for more sector grants come from the Presidents down to the faculty or from the faculty up to the Presidents? Where do the ideas come from?
 - A lot these things stem from the Workforce Development Training Centers or from the CTE programs. Sometimes employers approach the college about these grants. It can come in many different forms.
 - The Presidents are making a great effort to empower the staff to be out in the community to find out about these opportunities and taking every opportunity themselves to meet with businesses and partner with them.
- It can be hard for businesses to want to participate in Industry Sector grants because the labor market is so competitive. Why would they want to send their employees to a training at a college where they could be recruited? It is a struggle to want to get involved.
 - This is a very common problem especially in the nursing field. How do you create a program that says the trainee has to stay with the company for so long.
 - This is where tying to registered apprenticeships could help. You can set up an agreement with the trainee that ensures they will stay with the company for a certain amount of time. The unions do this with all of their Apprentices.
 - This is a struggle in the construction industry. You cannot force someone to work for you. It is an extremely competitive field.
 - Being aware of these struggles when developing the Sector Grants is important. We can try creative approaches to address these concerns.
- Another barrier is resources. You have to have people, time, and dollars to develop the curriculum with the schools, etc. In smaller businesses these types of resources may not be available. We have to ensure these grants are attractive to smaller businesses.

President Aman shared the process for developing the CEI Cybersecurity Grant proposal.

- It was clear that there was a need for technicians that would be able to fill positions at the lab and other businesses that are being established in Idaho Falls. CEI is attempting to acquire a building next to campus



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to expand their Cybersecurity programs. BYU is turning out a lot of engineering students, but the students are leaving after receiving their degree and going back to wherever they came from. There needs to be a locally developed pool of talent.

- The grant is not to help develop curriculum. That has already been created. The limiting factor was the facility. There was an agreement that if the grant was funded the facility will support degree programs, workforce training, and rental of the space so the Community Colleges do not feel that there is a competition between them. Each region has different industry training needs. Sometimes the Community Colleges are painted in the light of the 4-year institutions in that they feel it is a competition for business. It is important to remember that they are here to work together for the betterment of Idaho.

College Credit for Workforce Training & Apprenticeship

The Workforce Development Council is invested in making sure that credentials are stackable. There is an issue with credentials not being able to stack to a higher purpose. Why would credentials for a certificate not stack up towards an Associate Degree and then those credentials stack up to a higher credential? Credentials should be pushing someone forward in life and not a barrier to them.

A few of the colleges are working to create badges that will stack up to associate and baccalaureate degrees. College of Eastern Idaho is able to offer a few Technical Baccalaureate degrees and others are working on this option.

The biggest area of concern is Apprenticeships and Workforce Training. There is no connection between these and an Associate degree.

What are the barriers?

- Accreditation
 - The schools must be able to show that they are using federal funds appropriately (i.e. pell grants). Badges are not federally certified, nor are they approved by our state board. Idaho does not recognize any certificates less than one year. The Council and colleges could jointly work on this issue.

Ms. Secrist will send out the revised WDTF Policy to all of the Community College Presidents.

Other WDC/Community College Priorities

Idaho Regional Optical Network

- This was funded by the legislature last year to get high speed networks into the rural areas. This would open a whole realm of delivery into the rural schools and communities. Perhaps workforce training could use this system rather than have an employee leave for an extended amount of time to go through a training.

The baccalaureate programs that are being created in the community colleges are very important to Idaho. 60% of students who go through a community college program stay within a 50 miles radius of the college.



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The Community College Presidents are interested in continuing to meet with the Executive Committee.

Budget Update

Mr. Burt went over the WDC and WDTF budgets.

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What goes into Communication costs?

- Phones, postage, internet security, IT, etc. This budget category does not include outreach.

It is important to ensure we are putting funds towards outreach to communicate about the grant programs.

- The Outreach Committee has been working on this effort with the regional meetings from the Age of Agility conference. The Workforce Development Council needs to increase its leadership for these meetings.
- The HR community (ex. HRATV) is a potential target audience for outreach. This could be an issue for small businesses since they may not have a full time HR person.
- Council staff are also developing resources for the economic development community.

Discussion on Grant Review Process

A question was raised about the process for grant approvals after they are reviewed and approved by the Grants Committee. Depending on the schedule, for the past 12 months grants have been considered by either the Executive Committee (6 members) and the full Council (36 members) for final approval. Was that fair to all grant requestors? The rationale for reviewing grants at both levels was to move "at the speed of business" and provide a relatively prompt reply for grant requesters by getting the approval from whichever group was meeting next following a Grants Committee meeting.

The issues with this expediency-focused approach are:

1. Some grants had a majority of 6 members for approval, while other grants had to get the votes of a majority of 36 members for approval.
2. Grant review and discussion can last an undetermined amount of time. When the Council succeeds at promoting even more grant applicants, hours of each meeting could be consumed solely with grant reviews. This could disrupt the full Council's ability to conduct its important responsibility of setting strategic direction for workforce development.
3. It is important to uphold a primary intent of creating the Council which was to provide transparency and fairness to the grant approval process.

Chairman Clark shared that when the legislation was drafted to establish the Council as part of the Governor's Office, the expectation was to have strong committees so that the Council could be strategic and move projects along swiftly. According to the Executive Order the Executive Committee has the authority to make necessary decisions without the consent of the Full Council. It states the Executive Committee has to report the decisions to



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the Full Council at the next meeting. The Labor representative noted that his constituents' concern about the Executive Committee giving final approval on millions of dollars of grants is that the legislation prohibits Labor from being a voting member of the Executive Committee.

In order to uphold the intent of the transparency while making the approval decisions, it was agreed that Council staff should notify all Council members about their ability to join the Grants Committee and share responsibility for reviewing and recommending grants. To maintain a timely process, all grants should be reviewed for final approval by the Executive Committee at their monthly meetings.

Motion by Mr. McCray that all Workforce Development Grants that are recommended by the Grant Review Committee be moved to the Executive Committee for final approval. The Executive Committee will then report back to the Full Workforce Development Council at their next quarterly meetings. Second by Ms. Swanson. Motion carried.

Motion by Mr. Young to send a letter to the Governor Elect asking him to consider an amendment to the Executive Order to add a labor representative to the Executive Committee. Second by Ms. Swanson. Motion carried.

Employer Grant – Premier Technology

In June, a grant for Premier Technology was approved by the Executive Committee. Premier had a number of changes take place in the company that impacted their training plan. They decided to not sign the contract and to reapply for a new grant. Premier decreased the amount of positions in the new application. The original grant was \$581,440 for 394 positions. This new application requests \$423,690 for 254 positions.

WDTF Grant Request: \$423,690

Grant Review Committee Recap

Premier Technology is requesting a total amount of \$423,690. They are requesting \$32,000 in safety training.

Motion by Mr. Wiesmore to approve the Premier Technology Employer Grant in the full amount of \$423,690. Second by Mr. Touchstone.

Is there a reason why they are using a Premier Technology certification for the TIG welding?

- *We are not sure why they are only going to an internal certification level and not an AWS level.*
- *There is concern about training for a certification that does not carry any weight outside of Premier. It is important to direct people to industry certifications that are going to be transferrable.*

The Grant Review Committee is looking for more direction from the Policy Committee on what types of training should and should not be funded. This will give the Grant Review Committee more direction to make decisions about the types of trainings and certifications questioned above.



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Motion carried.

The Premier Certificate of completion is not an industry recognized certification. It is specific to Premier Technology.

- This is an issue the joint Grant Review and Policy Committee meeting on January 10 will address.

Motion by Mr. McCray to approve the Premier Technology Employer Grant in the full amount of \$423,690. Second by Mr. Young.

Motion carried.

The Executive Committee requests that the Policy Committee consider prioritizing industry certifications in employer grants to ensure the transferability of skills.

Employer Grant – Fiberguide

The employer is planning a significant expansion of its facility in Caldwell, Idaho. The expansion will involve the addition of approximately \$5.7 million in capital equipment, expansion of their facility by 10,000 square feet, and vertically integrating processes that are currently being performed by their New Jersey facility and European suppliers. The expansion will require 12-18 months and at least 15 full-time employees for those processes.

To ensure the expansion and new manufacturing processes are optimally designed, production manager and process engineers will receive Lean Six Sigma training during the grant period. The Lean Six Sigma training is part of the first phase of training required for the expansion. The employer anticipates the training will be completed by the end of 2018. Future trainings will take place over the next 12-18 months as part expansion process.

WDTF Grant Request: \$6,750

Grant Review Committee Recap

Fiberguide is requesting a total amount of \$6,750.00.

Motion by Mr. Larsen to fund the Fiberguide Employer Grant in the full amount of \$6,750. Second by Ms. Smyser.

Is there a reason they did not request funds for those new employees coming with the expansion?

- *They need this training to allow them to build a training plan for their expansion. They plan to submit another application for additional new employees. This will set them up to be able to expand their production.*

Motion carried.



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Isn't there a significant weighting on wage increase?

- There is no weighting currently for wage increases. It is not required but asked for in the application.

Motion by Mr. McCray to disapprove the Fiberguide Employer Grant. Second by Mr. Young.

Six Sigma Training is usually implemented to cut jobs.

- The company is looking at expanding. They want to expand the facility by 10,000 square feet, but it is not underway yet.
- Is there any guarantee that there would be an increase in jobs?
 - In the application they indicated that it would create 15 jobs. They have the intention of coming back and applying for another grant.

Part of the criteria of the grants are the creation of jobs and/or the retention of existing jobs due to changes in technology. Their request can be seen as a cost of doing business to plan their expansion.

The link between the training and the new jobs is too weak and there is no change in wages. When they have their expansion underway they would be welcome to reapply. This information will be passed on to the Grant Review and Policy Committee.

Motion carried.

WIOA Service Provider Procurement Policy Update

One of our responsibilities as a local workforce board is to select the WIOA Title I Adult, Dislocated Worker, Youth and One-Stop Operator service providers. The Department of Labor currently provides most of the services. North Idaho College and Magic Valley Youth & Adult Services provide some of the adult services.

An Ad Hoc Committee was appointed to create a policy on how these contracts will be procured. The goal was to have a policy recommendation to the full council on January 10, but the committee is not far enough along to present a final draft to the full council. There are also challenges with getting legal review completed during the transition with the Governor's Office.

Ms. Secrist reviewed the WIOA Service Provider Selection Ad-Hoc Committee Update. Please see attached document.

Once the policy is adopted a selection committee will need to be appointed to go through the procurement process and make a selection. Three of the contracts expire on June 30 so there is a sense of urgency.

As a Workforce Board we are obligated to fulfill this requirement. The Committee created the goals before the procurement options were discussed. It is important to ensure that whoever ends up with the contract meets these goals. The goals will be incorporated into an RFP.



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The WDC Staff feels that they can have a draft policy to the Ad-Hoc Committee by January 2. The final draft will need to be reviewed by the Attorneys in the Governor's Office.

The Full Council could do a contingent approval allowing the Executive Committee to make any changes that are legal in nature and do not change the intent of the policy

Review January 10 Council Meeting Agenda

Incoming Governor Little has not confirmed yet what time he will be coming to the Council meeting, so the agenda may shift around a little.

Because of the motion passed with the Executive Committee taking action on all WDTF grants, the grant approvals will be removed from the full council agenda. In its place there will be discussion on why those items were removed, what the strategic responsibilities are of the Workforce Board, and outreach. The Executive Committee will convene on January 9. Ms. Nielebeck will send out details for this meeting.

The Executive Committee have expressed that they would like to continue receiving grant summaries rather than viewing them in the grant portal.

The WDC Staff will revise the agenda and send it back out to the committee.

College/Career Advising Evaluation Update

At the end of last year, the Legislature asked for an evaluation on College and Career Advising Funds. The State Board was not provided with any funding to conduct this evaluation. The Workforce Development Council has offered up \$10,000 to help with these efforts and the State Department of Education is paying for the rest. The evaluation has to be completed by February 15. It is important that this funding continues, but the Task Force recognized that there needs to be additional accountability.

There was recently a statewide counseling conference that was almost exclusively about emotional counseling. Where is the opportunity for industry to talk to career counselors?

- In past years, at the ISCA Conference CTE has had the chance to present.
- There is also a career counselor track at the CTE REACH Conference. This is a great opportunity for industry/the Council to engage with counselors about connecting students to careers. It would be a good idea for the Council to become a sponsor of the conference. This is something that should be discussed in the Outreach Committee.

What does the Executive Committee feel the Outreach Committee should focus on and what are the priorities of the Executive Committee? What key points should the Outreach Committee be communicating?

- The Outreach Committee should immerse themselves into the communication world and find out what is working and what is not working. It is important to ensure we are getting the best bang for our buck.
- The grant opportunities. There is a large amount of funds not being used.



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- Developing a viable and sustainable workforce is the main goal.
- Collaborating with education.

The Outreach Committee is making a lot of progress on the NextSteps project. It is currently in research phase, but it is going to be a huge focus over the next few months. It will be a central place for anyone to find the career tools and information they need.

Job Corps Update

Job Corps is a very expensive program to operate nationally. Idaho was asked to provide a proposal on how we would deliver Job Corps if it were a state-run program. The Department of Labor, College of Western Idaho, the Governor's Office, and the Council created a proposal and sent it to the US Department of Labor in August. Last week we were notified that they were going to send out a press release stating that a demonstration project will be awarded to the State of Idaho.

What is the job of the Workforce Development Council in this?

- This will be primarily a Department of Labor and College of Western Idaho project. Our role is advisory and to connect employers to the project.
- This fits well with our mission, but it is important to ensure that this does not distract from the other things we have to work on.

2019 Legislative Priorities

Thinking forward to the start of the Legislative session, Ms. Solace and Ms. Secrist drafted a one-sheet that shows all of the Legislative initiatives that support our goals and objectives. This would be given to the Council members to utilize during legislative season. The documents provided to the Committee members are just a draft and we are still waiting on information from the State Department of Education. Please see attached documents.

This document will need to be reviewed by the Governor's Office before it is distributed out to Council members.

The Executive Committee would like to have the Medicaid Expansion item removed from the one-sheet.

We need to be mindful that this represents what our partner agencies are doing and how we are invested in and supporting those initiatives. This should not include individual legislator's initiatives. We can show support for those initiatives by showing up to hearings or presentations.

AFL-CIO is bringing forward legislation to get a rule changed that prevents apprentices from collecting unemployment if they go out of state for training. This item would not be added to the one-sheet, but this is something that the Council could support.

Communications Plan for Session

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

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- Ms. Secrist and those Council members who are going to be in town for the entirety of the session could have a weekly meeting to touch base on priorities.
- We already know that we will have one presentation in the House Education Committee and one presentation in the Senate Education Committee. They are going to want to see what we have done over the past year. We want to show that we are making tangible steps towards our goals.
- It would be a good idea to host an open house like the one we offered last year.
- Provide an update to the HR and Commerce Committees.
- Create a one-page document that lists resources for employers, one for job seekers, and one for outreach efforts/projects.
 - Age of Agility
 - NextSteps
 - LEADER
- Have Council members at the Legislative presentations

The Executive Committee has expressed the desire to do more in-person meetings.

Motion by Ms. Swanson to adjourn. Second by Ms. Hoehne. Motion carried.

Adjourned at 4:10