



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Workforce Development Policy Committee Meeting Minutes

Date: Tuesday, June 19, 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

Member Attendees: B.J. Swanson, Roy Valdez, Joe Maloney, Christi Rood, Marie Price, Bert Glandon, Jake Reynolds, Jason Hudson, Kelly Kolb, Lori Wolff, Todd Schwarz, John Smith, Scott Syme

Guests: Rico Barrera

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

Call to Order at 9:32

Roll call – Quorum Met

Review Agenda

Move WDTF Policy Review to the end of the agenda.

Approve minutes from April 23, 2018 Meeting

Motion by Mr. Valdez to approve April 23 minutes as written. Second by Ms. Price. Motion carried.

Eligible Training Provider Policy – Feedback from the One-Stop Committee

At the April meeting the Committee looked at the final ETP Policy. The Committee was comfortable with the final language, but agreed to have the One-Stop Committee to take a look at the policy at the request of Ms. Secrist. The One-Stop Committee had a couple small recommendations.

- Add definitions of basic skills training and workforce preparation training to Appendix C. The Workforce Training Centers will be asked to develop these definitions in addition to adding context on measurable skills gain and credentials.
- Line 78 will be removed from the policy – "Idaho Transition Policy". It was an oversight.
- On line 15, include "Title I-B funds" to this line to make it clearer. The statement now reads, "before Title 1B funds can be used to pay for occupational training."



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Ms. Price asked if there a timeline by which the Workforce Training Network needs to provide feedback on Appendix C.

- As soon as possible. The Council will meet in October and this would be an opportune time to present the Appendix.
- Workforce Training Network meets July and will discuss it at that meeting. They will present a proposal to the Policy Committee in September.

Motion by Mr. Schwarz to approve the policy with all the above stated amendments. Second by Ms. Rood.
Motion carried.

Policy Committee Report at July 18 Council Meeting

- Present ETP Policy to the Council and ask for adoption of the Policy
- Update on what we have done on the Evaluation Report
- Update on what metrics we want to use on grants

Share the evaluation report with the Council before the meeting. Ms. Secrist and Ms. Swanson will work on a few points to share with the full Council on this report.

WDTF Feedback from the Regional Business Specialists

Mr. Burt, Finance and Grant Manager, introduced himself and shared his background.

Mr. Burt and Ms. Secrist had a chance to gather input from the Regional Business Specialists on process improvement for WDTF grants.

Employer Grants

- Eligibility
 - They did not feel that the \$12 threshold for wages was a bad thing, but request the Committee consider an increase in wages once the training has been completed. (e.g. someone make \$11/hour before training and once training is complete they make over \$12/hour).
 - They asked that the Committee look at telemedicine in respect to Health Benefits and/or look at a sliding scale according to employer size.
 - Consider cost of living index for regional differences in wages.
 - Consider third-party contact centers based on stability of clients and utilization of a strong claw back clause
- Application
 - Smaller employers who do not have an HR function struggle to put together a training plan – consider a “pre-award” that would allow them to hire a consultant to develop a training plan. The Committee would need to dig into the qualifications of who would be eligible to develop the training plans and perhaps create a list of “approved” consultants.
 - Clarify what is expected in the application and what is needed for the contract.



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

- Provide an explanation of why they need to provide certain pieces of information (e.g. social security numbers)

Sector Grant Eligibility

- Provide flexibility in length of training that is supported. Consider different metrics or extending the period on which ROI is calculated. When sector grants build new programs, they appear to be very expensive as the number of individuals trained during the grant period is small compared to the number that will be trained beyond the contract.
- Define proportionate match and how it should be calculated.

Micro Grant

- Consider going up to \$50,000 maximum amount awarded.
- Consider making them available only to rural communities.
- Balance the reporting requirements with the amount of the award.
- Ensure these grants are flexible enough to serve the "hardest to serve".
- Develop a "how to" guide for successful projects that communities can replicate/adapt for their own needs. Make the application process simpler when a community is applying for this type of project.

There is more stakeholder feedback to gather – staff will be reaching out to employers and education.

WDTF Policy Review

Ms. Secrist shared the attached document of existing WDTF policies and criteria. The following questions were discussed:

With regard to the comment in the new employee hire report requirement, what is the challenge in the existing guidelines?

- We need to make sure that it is very clear to employers that the trainees wages cannot be covered.

Is there going to be a place where the eligible types of training will be defined? (i.e. skills training vs. compliance training)

- The Grant Review Committee would like very much for the Policy Committee to define these types of training. They have been discussing whether it is appropriate for the WDTF to fund training that is a standard "cost of doing business" like annual safety training.

Has there ever been a discussion of using WDTF for onboarding assistance?

- No one has been able to recall a time when this was discussed. This will be put on a list of subjects for the Committee to discuss.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

To be effective, and meet a timeline of making recommendations to the full Council in October, this discussion really needs to be done in-person. It will be a challenge to discuss these issues over the phone. Ms. Secrist proposed to the Committee of having a 1-day meeting in Boise sometimes in late July or August.

Ms. Nielebeck will send out a doodle poll to the Committee to find the best time to hold this meeting.

Motion by Mr. Valdez to adjourn. Motion carried.

Adjourned at 10:32

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

WDTF Policy Review

Employer Grants Guidelines

Broad Authority	Reference to Council Approved Policy	Comments
"The Directors of Idaho's Departments of Labor and Commerce have been given joint authority to make program guideline modifications when there is a compelling benefit to the state and community to do so."	Transmittal 9 - 1/8/15 (previously established in Transmittal 2 - 3-26-02)	Recommend this be revoked.
Make \$3,000,000 available annually to support expansion and retention efforts of Idaho businesses and (possible?) \$1,000,000 each year to support Industry Sector Grants.	Transmittal 2 - 3-6-14	Recommend this be revoked. There have been additional allocations for Sector Grants in 2015 and 2017.

Eligibility Requirements

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
Produce a product or service that is sold more than 50% outside the region where the business is located with the	The Director of the Department of Labor has the discretion to		Transmittal 9 - 1/8/15 (Health Care exception	Recommend that the exception be revoked.

A proud partner of the americanjobcenter network

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
exception of health care based on the "high wage/high growth" concept.	extend to other "high wage/high growth" industries in cases where multiple job opportunities will benefit Idaho's economy.		was previously established in Transmittal 11 - 10-5-11)	
Entry level wage must be no lower than \$12 per hour			Transmittal 9 - 1/8/15 (previously established in Transmittal 6 - 5/4/06 and Transmittal 11 - 10/5/11)	

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
Employer must provide a health benefit plan.		"Health benefit plan" means any hospital or medical policy or certificate, any subscriber contract provided by a hospital or professional service corporation, or managed care organization subscriber contract. Health benefit plan does not include policies or certificates of insurance for specific disease, hospital confinement indemnity, accident-only, credit, dental, vision Medicare supplement, long term care or disability income insurance, student health benefits only coverage issued as a supplemental to liability insurance, workers compensation or similar insurance, automobile medical payment insurance or nonrenewable short-term coverage issues for a period of twelve (12) months or less.	Transmittal 9 - 1/8/15 (previously established in Transmittal 6 - 5-4-06)	

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
Company is increasing its current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives.	No exceptions can be made.		House Bill 432	
Company must be registered with the Secretary of State to do business in Idaho and be in "good standing".			Transmittal 9 - 1/8/15	
Third party call centers do not qualify for WDTF funds.		This policy was established based on the unstable nature of the business operations and its impact on maintaining stable employment. Employment levels fluctuated up and down because the call centers were dependent upon securing new contract and changes in the market.	Transmittal 9 - 1/8/15 (previously established in Transmittal 6 - 4/8/09 and Transmittal 11 - 10-5-11)	
The quantitative funding model is used for determining eligibility and the amount of funding per job for new and retained jobs.		The funding model uses the starting wage (must be at least \$12 per hour), economic impact, unemployment insurance tax rate, county unemployment rate, occupational concentration levels and the nature of training.	Transmittal 2 - 3/6/14	



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Contract Stipulations

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
The Workforce Development Council authorized the Directors of Commerce and Labor to retain the current flexibility to impose a claw back provision when he determines it to be in the best interest of the fund without mandating claw backs for all contracts.		"Contractor (company) shall retain in full-time employment all trainees successfully completing the training program, provided such trainees are performing in accordance with contractor's company standards. Notwithstanding the foregoing, contractor shall not be obligated to retain employees in full-time employment after a period of one year from the date they completed the training program. Should contractor terminate an employee before the expiration of one year from the date the employee completed the training program for reasons unrelated to employee performance, then contractor shall not be in default of this contract but shall be obligated to repay to the department any training funds received for the terminated employee."		Substitute "Directors of Commerce and Labor" with "Executive Director"
Full-time New Hire Definition		Effective the date an employee is on Idaho's taxable payroll system and the employer is paying wages for full-time 40 hours/week or 2080 hours per year. 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).	Transmittal 10 - 1-8-15	Move to eligibility requirements.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
Temporary and contract positions do not qualify for training reimbursement.	Available on a case-by-case basis.	Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the WDTF employer paying at least \$12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as "temp-to-hire".	Transmittal 3 - 4-7-15	Move to eligibility requirements.
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).	Transmittal 10 - 1-8-15	Provide clarification in the eligibility requirements that training costs specifically exclude employee's wages during training.



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Training Plan

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
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.		Not in policy but included in the application: "Structured On-The-Job Training must have a train the trainer component. Trainer is required to take methods of training course, included are measurable competencies and specialized equipment training that would provide employees with an industry wide transferrable skill. This training should demonstrate a structured curriculum that is well-implemented and well-monitored." and " Training within Industry (TWI) - uses a learn by doing approach to teach essential skills for supervisors and team leaders to be trained trainers. It is composed of three main programs: Job Relations, Job Instruction and Job Methods".	Transmittal 9 - 1/8/15	Need to provide additional guidance - whether the applicant should list all training planned for the two-year contract period regardless of whether they are requesting funding for it; what is expected in the outline for structured on-the-job training (perhaps provide an example); reword "training curriculum, skills gained and expected outcomes" to "learning objectives"; define what "details" means in relationship to "the effectiveness of the training". Consider guidance on whether training that is generally required as a cost of doing business (ex. safety training) should be eligible for funding.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
No individual trainee cost can exceed 200 percent of the average amount as identified in the contract.			Transmittal 9 - 1/8/15	Need to provide additional guidance for staff. Is this 200% of the funding per job recommended by the quantitative funding model? Or, is it 200% of the trainee cost as identified in the training plan, based on specific training "line items"?

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

Reimbursements

Requirement	Exceptions	Additional Definitions/Guidance	Reference to Council Approved Policy	Comments
Training Reimbursements for contract expenditures will be made on a quarterly basis upon submission of training activities and cost, and shall include the following - a list of the trainees' names and social security numbers, number of trainees placed in employment, trainee wages, actual training costs per trainee, training start date, training end date, employment status			Transmittal 9 - 1-8-15	Provide flexibility to staff to determine what information is required for reimbursement based on the metrics the Council has set. This will allow us to modify as needed if/when we identify ways to simplify the process for grantees.

C.L. "BUTCH" OTTER
GOVERNOR



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

DRAFT