

C.L. "BUTCH" OTTER  
GOVERNOR



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## WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

### Grant Review Committee Meeting Minutes – October 18, 2018

**Council Members:** Bobbi-Jo Meuleman, Deni Hoehne, ~~Ken Wiesmore~~, Melinda Smyser, ~~Michelle Stennett~~, Steve Widmyer

**Committee Members:** ~~Jay Larsen, Justin Touchstone~~

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

**Called to order at 11:04**

**Welcome**

#### Review Agenda

No changes to the agenda.

**Roll Call** – quorum met

**Approve August 28, 2018 Meeting Minutes**

**Motion by Ms. Smyser to approve the August 28, 2018 minutes as written. Second by Ms. Meuleman. Motion carried.**

**Review Workforce Development Training Fund Balance**

WDTF Financial Summary	
WDTF Cash Balance 09/24/2018	\$18,134,721.03
Obligated Balance Employer Grants	\$7,164,799.06
Obligated Balance Industry Sector Grants	\$1,495,777.19
Obligated Balance Micro Grants	\$87,296.53
FY 19 WDTF Admin Costs	\$653,790.18
<b>WDTF Obligated Balance</b>	<b>\$9,401,662.96</b>
<b>Unobligated Balance</b>	<b>\$8,733,058.07</b>
Proposals before Grant Review Committee	\$1,631,656.00
Proposals in pipeline	\$810,358.00
Unobligated Balance if all funded	\$6,291,044.07

## **Employer Grant – Simplot**

The Idaho Plant is expanding its operational and technical capabilities. This involves the start-up of a new product line. Included in the start-up are over 150 new pieces of equipment, where employees are to learn the new systems and processes. The new technology includes: metal detection, defect, grading and size sorting, vacuum conveying, weighing, and process control computing systems. Specialized training will also occur on Simplot proprietary equipment. Simplot will train 490 existing employees during the grant period.

Training for new hourly employees and hourly employees will continue through a mix of on the job training and classroom training. Further, employees will be certified in their skills, which are commutable.

Administrative personnel will also acquire new skills as well to keep up with technological advances in processing and in their particular functions. Their capabilities will be increased through the use of vendors and in-house training. The knowledge gained through training will enable our employees to operate equipment and manage processes safely and efficiently. Efficiency gains will increase chances of more capital investments, which will lead to stability of the workforce.

New technology and processes improvements will continue evolving, which will require skills training for Simplot employees to maintain and grow. We are committed to increasing the knowledge, skills and abilities of our employees.

Simplot is requesting a total amount of \$575,657.00.

There is some concern with the items that are listed as safety training and forklift training. What is special about this training that would benefit their employees, or is this simply training they would give to every employee?

- The training items are confined spaces training, forklift simulation training, and Lock-Out-Tag-Out training. This application was submitted before a decision had been made on whether the Committee would be in support of funding safety training.
- The forklift simulator training provides the employees with a forklift certification. It does also provide training on good communication, etc. Knowing how to operate a forklift is a valuable skill. It is something that an employee could put on their resume. This is a transferrable skill. This training is not just about safety.
- The confined spaces training provides the employees with basic safety skills.
- Everyone trains on the Lock-Out-Tag-Out training. It is an OSHA requirement.

There is also some concern with the Master of Business Administration training that is included in the application. In the past the Committee has asked applicants to remove from their application. This should be a decision that the Committee is consistent on.

The Professional HR training may not be a valued training. It is a good experience for HR employees, but it is not required for them to do their job. Most of Idaho employers do not require their HR employees to take this training. It is a nice certification for them to have, but not a necessity. This is very general HR knowledge. HR is a big component of a company's success. Their training is just as important as the forklift training. Would Simplot be able to still be able to complete this training without the incentive of the grant? That is something to look at when making decisions.

There is also concern on the orientation training for benefits.

There is some hesitation within the Committee with making decisions before a policy is in place that states safety training will not be funded.

- The Committee over the past few months has been excluding safety training from the funding. We need to continue reviewing grants under the existing policy until the Council adopts a new one.

**Motion by Ms. Smyser to recommend the Simplot Idaho Plant Employer Grant in the amount of \$551,738.00 which excludes the Plant Safety (Lock-Out-Tag Out), Confined Space, Professional Human Resources, and New Hire Orientation training, and denote in the grant why the Master of Business Administration training is being funded. Second by Mayor Widmyer.**

Ms. Meuleman has expressed that she will be voting no as she believes that some of the items that have been excluded above should be included in the award.

**Motion carried.**

**Amended motion from Ms. Smyser – the amount recommended should read \$552,438. Second by Mayor Widmeyer. Motion carried.**

#### **Sector Grant – College of Eastern Idaho**

On June 6, 2018, Governor Otter issued Executive Order No. 2018-07 Establishing A Policy for Nuclear Energy Production and Manufacturing In Idaho, that included the mandate to “develop career-technical education programs and training opportunities in nuclear energy and advanced reactor manufacturing.” The College of Eastern Idaho (CEI) has responded to the Governor’s proclamation by reaching out to industry partners, such as Fluor Idaho, J. Foster & Associates, and the Idaho National Laboratory. CEI also partnered with Idaho State University (ISU) to ensure a strong educational strategy. As a result of our research and partnerships, the need for locally available NQA-1 training for employees within our region quickly rose to the top.

NQA-1 is the Quality Assurance Program for Nuclear Power Plants, utilizing standards set forth by the American National Standards Institute/American Society of Mechanical Engineers as mandated under the Nuclear Regulatory Commission. CFR.50 Appendix B “establishes quality assurance requirements for the design, manufacture, construction, and operation of [nuclear reactors and power plants] structures, systems, and components. The pertinent requirements of this appendix apply to all activities affecting the safety-related functions of those structures, systems, and components; these activities include designing, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, repairing, refueling, and modifying.” <https://www.nrc.gov/reading-rm/doc-collections/cfr/part050/part050-appb.html>

What this means is on some level every employee who works in the design, purchasing, fabricating, handling, shipping, storing, cleaning, erecting, installing, inspecting, testing, operating, maintaining, refueling or modification related to the design, manufacture, construction or operation of nuclear structures systems or components are subject to quality assurance programs managed by their employer. Those quality assurance programs, and each employee’s knowledge of those protocols must be documented and is subject to audit. Meeting this mandate is a struggle for many companies in the supply chain for the Idaho National Lab.

CEI, in partnership with ISU and NQA-1 subject matter experts from INL, are developing a course that will be made available to all Idaho colleges to help meet the broad need for NQA-1 training. This class will support the state's several hundred nuclear industry employers. CEI and ISU will provide NQA-1 training to industry partners, and students who want to work in the nuclear industry. This training will be

a two-day course covering 16 hours of information and project education. At the end of the training, students will be required to pass a test to document knowledge gain. If the student passes the test, they will be issued an Idaho SkillStack badge called “Nuclear Quality Assurance Overview.” Additionally, CEI will work towards having the NQA Overview badge be eligible for transcription for 1 college credit.

This two-day overview training is only one small part of a much larger response by Idaho CTE to the governor’s proclamation, which will be addressed as part of the FY20 budget process. CEI, ISU, and the supporting industry partners believe that this broad-based training is a solid starting point in meeting the Governor’s Executive Order.

College of Eastern Idaho is requesting a total amount of \$84,000.00.

This is something that industry has been asking for a long time. It is exciting to be part of this partnership. The NQA-1 certification is a very valuable certification and is a transferrable skill.

Are the universities charging the employers to provide this course?

- It is believed they are not going to be charging tuition for this course. This is not a definitive answer. This does not appear to be a money maker for the universities hosting the training.
- This will become a question added to the application for future proposals.

Is there more information on how the course is being made available to the other colleges?

- It is quality assurance training and while it is focused on the Nuclear Energy industry it could be adapted to fit the Aerospace industry and other industries. There is not a concrete plan on how this curriculum will be shared.

**Motion by Ms. Meuleman to recommend the College of Eastern Idaho Sector Grant for the full amount of \$84,000.00. Second by Mayor Widmyer. Motion carried.**

#### **Employer Grant – Basic American Foods**

Basic American Foods’ need for workforce training assistance is two-fold: 1) Accommodate the implementation of a new, customized ERP (enterprise resource planning) system to integrate all facets of our operations including product planning, development, manufacturing processes, sales and marketing. 2) Implement a new industrial maintenance mechanic apprenticeship program to develop a skilled pipeline of workers.

Training assistance will help create and sustain a formal training curriculum and task processes via modules conducted in a classroom training environment at Basic American Foods’ training center. This training will help solve a number of workflow challenges, reduce costs, manage growth, streamline processes, and gain a competitive advantage in the industry. The proposed apprenticeship training program will provide apprentices with the technical knowledge, manipulative skills and experience to develop proficiency as a skilled journey worker. The lack of qualified workers is a constant barrier to business growth and this training will help ease the ongoing struggle to find qualified workers.

The Committee had asked Basic American Foods to resubmit their application with a few changes to explain the transferrable skills provided by the ERP training and reduce the amount requested for the apprenticeship program.

Basic American Foods is requesting a total amount of \$54,990.90.

They original request included over \$59.895 for 2 apprentices and they reduced that down to the \$3,495.50 per apprentice.

**Motion from Mayor Widmeyer to recommend the Basic American Foods Employer Grant in the full amount of \$54,990.90. Second from Ms. Smyser. Motion carried.**

**Employer Grant – D & A Glass**

D & A Glass has struggled with attracting qualified employees, in a competitive employment market. Attracting journeymen glazers has proven problematic. Unlike the service sector positions, glazers require a considerable amount of ongoing training. Fall protection, welding certification, forklift, CPR/first aid, Aerial man lift, rigging/signals and crane training are highly desired skills. To go further in this chosen field, one would have to take CAD classes, accounting, business management, and supply chain management. On average, to train a glazer from entry level to journeyman costs a company \$40,000. D & A Glass is committed to providing top notch glazers for the treasure valley area. Many of the remaining trainings under the grant will include certifications which will provide upward mobility and transferability for employees.

D & A Glass is requesting a total amount of \$113,555.00.

**Motion by Ms. Smyser to recommend the D & A Glass Employer Grant in the total amount of \$110,655.00 which excludes the CPR/First Aid Training. Second by Mayor Widmyer. Motion carried.**

**Feedback on Grant Summaries**

A question on charging tuition will be added to the application.

Very soon the Committee will be gaining access to Community Grants where they can view the grant applications.

**Motion by Ms. Smyser to adjourn. Motion carried.**

**Adjourned at 12:11**