

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, December 12, 2019

Time: 2:00 pm – 3:30 pm

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

Staff: Wendi Secrist, Paige Nielebeck, Amanda Ames, Matthew Thomsen, Caty Solace

Guests:

Call to Order at 2:01 pm

Roll Call – Quorum met

Review Agenda

No changes to the agenda.

Approve November 14, 2019 Meeting Minutes

Motion by Mr. Young to approve the November 14, 2020 meeting minutes as written. Second by Ms. Hoehne.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - November 30, 2019										
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$390,100	\$154,641	\$235,459	\$95,400	\$41,283	\$54,117	\$485,500	\$195,925	40%	\$289,575
PERSONNEL	\$390,100	\$154,641	\$235,459	\$95,400	\$41,283	\$54,117	\$485,500	\$195,925	40%	\$289,575
Administrative Services & Supplies	\$6,000	\$1,885	\$4,115	\$1,000	\$511	\$489	\$7,000	\$2,397	34%	\$4,603
Communication Costs	\$3,500	\$1,604	\$1,896	\$0	\$0	\$0	\$3,500	\$1,604	46%	\$1,896
Computer Services & Supplies	\$20,850	\$12,208	\$8,642	\$0	\$0	\$0	\$20,850	\$12,208	59%	\$8,642
Employee Development, Memberships & Subscriptions	\$7,500	\$645	\$6,855	\$19,450	\$2,200	\$17,250	\$26,950	\$2,845	11%	\$24,105
Employee Travel Costs	\$30,000	\$4,856	\$25,144	\$7,000	\$8,456	-\$1,456	\$37,000	\$13,313	36%	\$23,687
Contracts, Events, & Other Council Activities	\$279,750	\$132,786	\$146,964	\$22,550	\$17,885	\$4,665	\$302,300	\$150,671	50%	\$151,629
Rentals & Operating Leases	\$4,500	\$4,021	\$479	\$0	\$0	\$0	\$4,500	\$4,021	89%	\$479
OPERATING	\$352,100	\$158,007	\$194,093	\$50,000	\$29,052	\$20,948	\$402,100	\$187,060	47%	\$215,040
Grand Total	\$742,200	\$312,649	\$429,551	\$145,400	\$70,336	\$75,064	\$887,600	\$382,984	43%	\$504,616

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$1,232,529	\$6,451,971

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The expenditures for employee development are very low. What is the plan for spending the rest of those funds?

- The State’s accounting systems shows the registration fees for conferences or training sessions in this line, but the rest is in the travel budget. The WDC staff anticipated sending Ms. Ames to the National Association of Workforce Boards conference but based on the Governor’s request to develop a plan for a 1% budget cut the WDC staff feel that this is an area where we can decrease expenditures (the WDC does not use general funds and is not required to implement a 1% cut this year). Mr. Thomsen and Ms. Solace have already attended conferences where their travel costs were covered by grants.
- Other expenditures in this line item are for subscriptions and memberships. Under WIOA budget, we include the CRM licenses, NGA membership dues and the HelpWanted Online subscription. Those invoices all come later in the fiscal year.

WDTF Financial Summary - November 30, 2019	
WDTF Cash Balance 11-1-19	\$16,543,108
Revenue	\$535,421
Interest	\$31,836
Payments	\$137,775
WDTF Cash Balance 11-30-19	\$16,972,589
Obligated Employer Grants	\$4,257,000
Obligated Industry Sector Grants	\$4,509,200
Obligated Innovation Grants	\$87,849
*Obligated Outreach Projects & Allocated Budget	\$942,648
FY 20 WDTF Admin Costs	\$429,551
WDTF Obligated Balance	\$10,226,248
Unobligated Balance	\$6,746,341
Proposals Under Review	\$549,825
Unobligated Balance if all funded	\$6,196,516

*Includes all Outreach funding made available for the Committee to allocate for FY20.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$393,367	\$34,528	
August	\$587,161	\$33,013	
September	\$10,991	\$35,670	
October	\$313,552	\$33,444	\$21,261
November	\$535,421	\$31,836	
December			
January			
February			
March			
April			
May			
June			
FY20 Totals	\$1,840,492	\$168,492	\$21,261

Executive Director Updates

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The Cable Broadband Association asked that the Council, Idaho Business for Education, STEM Action Center, Idaho Public Television, and others film 30 second videos that will be used during the Cable Broadband Association legislative dinner on January 9. These videos will be used to show support for the Governor's education and workforce agendas. Chairman Clark filmed the video for the Council.

In September the Executive Committee attended an Idaho Association for Commerce and Industry (IACI) to view a presentation on the US Chamber Foundation Talent Pipeline Management Program. IACI has submitted an Innovation Grant request for \$100,000 to participate in the US Chamber Foundation program to bring Foundation staff to Idaho to train 30 people (economic development professionals, Workforce Training Center Staff, Workforce Development Council Staff, etc.) on the Talent Pipeline Management Initiative methodology. The request is going to go to the Grant Review committee on Monday. Timing for review and voting on the grant request is very short, as the US Chamber Foundation has 12 different entities interested in the 2 program openings they have for 2020. The deadline for applying to the US Chamber Foundation is December 31, 2010. Chairman Clark would like to hold a special Executive Committee meeting next week to be able to vote on the grant, if the Grant Review Committee votes to move it forward. The Council would attempt to accommodate any other high priority, short deadline grant that came before it.

Mountain Home Aviation Academy (MHAA)– Innovation Grant

The Mountain Home Air Force Base (AFB) Education Services Officer (ESO) approached Thompson Aviation Services about aiding airmen looking to transition their military skills to civilian employment in aircraft maintenance. After follow-up meetings that included Idaho State University, Boise State University, the AFB ESO, and the Idaho National Guard ESO, Thompson Aviation created MHAA to provide this transition training. MHAA will teach the procedures needed to perform basic maintenance inspections and repair on civilian aircraft. After completion of a 40-hour 'boot camp' project participants will be prepared to take their A&P practical tests, provided they have completed their written examinations. The boot camp will last 5 days with participants working 8 hours a day. They will offer the boot camp one week each month. After completing the boot camp, participants will have the opportunity to begin an apprenticeship program to further expand their civilian aircraft maintenance skills. The apprenticeship program can last up to 6 months if the participants can arrange that amount of time off from their military duties. These additional skills will enable them to apply for job vacancies in the civilian aircraft maintenance career field.

WDTF Request: \$24,200

Motion by Ms. Hoehne to approve the Mountain Home Aviation Academy Innovation Grant in the full amount of \$24,200. Second by Ms. Swanson. Motion carried.

St. Vincent de Paul – Innovation Grant

The SVDPUA BACK2WORK Program was developed as a national program to provide an alternative learning opportunity blending learning of basic employable skills with paid internships for hands-on learning.

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The goal of this program is to leverage community and employer partnerships, classroom learning, and utilizing wrap-around services that SVDP is uniquely capable of providing such as clothing vouchers, food vouchers, transportation, rental assistance, and much more. The combination of training, stipends, wrap around services, internships and ongoing mentoring are designed to address the issues that cause other workforce training programs to fail. St. Vincent de Paul is seeking help from the Workforce Development Council to help launch this program in Idaho.

WDTF Request: \$24,999.94

Motion by Ms. Hoehne to approve the St. Vincent de Paul Innovation Grant in the full amount of \$24,999.94. Second by Mr. Young. Motion carried.

College of Eastern Idaho – Innovation Grant

The College of Eastern Idaho proposes to provide training for Lemhi and Custer County citizens on the use of Global Positioning Systems (GPS) and Geographic Information Systems (GIS) in support of mobile data collection. The training will use methods and applications commonly used by government land management agencies. Over 90% of land in Lemhi County and neighboring Custer County is public land and managed by multiple federal and state agencies that make up a large percentage of the workforce. This training will provide the opportunity for individuals to receive SkillStack® badges to document competency and to be more competitive in the local employment market. GPS/GIS training is not readily available to potential workers in the area. This grant would provide funding for 10 tablets that will be retained by the College of Eastern Idaho - Workforce Training and Continuing Education (CEI – WTCE), and the first year of software licensing to allow learners hands on training and access to ArcGIS software and application. Funding through the WDTF will also assist in the development of the curriculum for the training.

WDTF Request: \$5,543.18

Motion by Ms. Hoehne to approve the College of Eastern Idaho Innovation Grant in the full amount of \$5,543.18. with the stipulation that the 20 trainees are not incumbent workers of the federal land management agencies. Second by Ms. Swanson. Motion carried.

Review/Approve Scope of Work for One-Stop Operator RFP

When the Council adopted the policy on procuring service providers for the WIOA programs, the Council committed that all of the services would go out for competitive bid and award contracts not to extend longer than 4 years. This would ensure that the Council is in compliance with both US Department of Labor and State of Idaho procurement rules.

The WDC staff is working on the first of the procurements for the One-Stop Operator. The goal is to have a contract in place by July 1, 2020. Currently the Idaho Department of Labor holds the contract for the One-Stop Operator. During the US Department of Labor monitoring in 2017, USDOL noted that Idaho did not procure the contract correctly and asked the Council to recompetete the contract. Ms. Secrist is working with the Division of

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Purchasing to draft the RFP and will have it finished by the end of January. Responses to the RFP will be due by late February or early March. The provider will be selected, and the contract will go into place by July 1.

Under WIOA, the One-Stop Operator provides a coordination role to ensure that the one-stop centers are staffed, partners are collaborating, etc. In Idaho the role looks a little different since the programs are not co-located in most cases. In the draft scope of work, it states that the focus will be on high-level coordination and ensuring at the regional level there is meaningful collaboration between WIOA partners.

Ms. Secrist has reviewed RFP's from other states and some local boards. Based on this research Ms. Secrist drafted the FY21 One-Stop Operator Statement of Work. Please see attached document.

Does the One-Stop Operator main contact have to be in Boise? What if someone in Pocatello wanted to deliver the requested services?

- There is no problem with some of the services being delivered remotely since it will be a state-wide contract, but we do need to ensure that the contractor is located in Idaho.
- The Committee would like to change the One-Stop Operator Statement of Work to say the primary contact should be in Idaho, not Boise.

It would be helpful to entities responding to the RFP to get a brief explanation of the intent or purpose for each of the activities required by the One-Stop Operator. Ms. Secrist will add that information.

Who will conduct the AJC certification site visits to the local offices?

IDOL contracts with the East-Central Idaho Planning & Development Association (ECIPDA) to do the site visits. ECIPDA represents the other local workforce board that exists in Idaho.

- Where does the funding come from for the contract?
 - Money from USDOL comes to Idaho to provide the adult, dislocated, worker and youth services. The Governor is able to reserve up to 15% for "statewide activities". The Council uses approximately \$140,000 of it to support the Council's activities, the remainder is retained by IDOL. There is also a reserve for rapid response. Then the money is distributed by formula to each local area in Idaho. Before it goes to the local areas, the One-Stop Operator funds will come off the top.

Ms. Secrist will make the changes recommended and send it out to the Committee for final review.

Review Draft January Council Meeting Agenda

Ms. Secrist reviewed the draft January Council Meeting Agenda. See attached document.

January Executive Committee Meeting

The Executive Committee would like to have their monthly meeting the afternoon of January 7, prior to the January 8 full Council meeting. Ms. Nielebeck will send out a meeting invite.

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**Motion by Mr. McCray to adjourn. Second by Mr. Young. Motion carried.
Adjourned at 3:34 pm**