

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, November 14, 2019

Time: 2:00 pm – 3:30 pm

Meeting Conducted By: Trent Clark, Chairman

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

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

Guests:

Call to Order at 2:01 pm

Roll Call – quorum met

Review Agenda

No changes to the agenda.

Approve October 9, 2019 Meeting Minutes

Motion by Ms. Hoehne to approve the October 9, 2019 minutes as written. Second by Mr. Young. Motion carried.

Budget Report & Supplemental Spending Authority Discussion

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - October 31, 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	\$111,443	\$278,657	\$95,400	\$32,566	\$62,834	\$485,500	\$144,009	30%	\$341,491
PERSONNEL	\$390,100	\$111,443	\$278,657	\$95,400	\$32,566	\$62,834	\$485,500	\$144,009	30%	\$341,491
Administrative Services & Supplies	\$6,000	\$1,074	\$4,926	\$1,000	\$388	\$612	\$7,000	\$1,462	21%	\$5,538
Communication Costs	\$3,500	\$1,345	\$2,155	\$0	\$0	\$0	\$3,500	\$1,345	38%	\$2,155
Computer Services & Supplies	\$20,850	\$12,201	\$8,649	\$0	\$0	\$0	\$20,850	\$12,201	59%	\$8,649
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	\$5,633	\$24,367	\$7,000	\$8,456	-\$1,456	\$37,000	\$14,089	38%	\$22,911
Contracts, Events, & Other Council Activities	\$279,750	\$101,881	\$177,869	\$22,550	\$16,342	\$6,208	\$302,300	\$118,224	39%	\$184,076
Rentals & Operating Leases	\$4,500	\$2,846	\$1,654	\$0	\$0	\$0	\$4,500	\$2,846	63%	\$1,654
OPERATING	\$352,100	\$125,627	\$226,473	\$50,000	\$27,387	\$22,613	\$402,100	\$153,014	38%	\$249,086
Grand Total	\$742,200	\$237,069	\$505,131	\$145,400	\$59,953	\$85,447	\$887,600	\$297,022	33%	\$590,578

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$1,170,670	\$6,513,830

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WDTF Financial Summary - October 31, 2019	
WDTF Cash Balance 10-1-19	\$17,261,905
Revenue	\$313,552
Interest	\$33,444
Payments	\$1,065,794
WDTF Cash Balance 10-31-19	\$16,543,108
Obligated Employer Grants	\$4,291,022
Obligated Industry Sector Grants	\$4,554,070
Obligated Innovation Grants	\$88,699
*Obligated Outreach Projects & Allocated Budget	\$970,283
FY 20 WDTF Admin Costs	\$505,131
WDTF Obligated Balance	\$10,409,206
Unobligated Balance	\$6,133,902
Proposals Under Review	\$547,324
Unobligated Balance if all funded	\$5,586,578

*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			
December			
January			
February			
March			
April			
May			
June			
FY20 Totals	\$1,305,071	\$136,656	\$21,261

What is the estimated annual income from the Workforce Development Training Tax?

- \$3.8 million is the estimate this year. That does include interest.

For a previous Executive Committee meeting Ms. Secrist projected out what the Council anticipated reimbursing grantees this fiscal year. Ms. Secrist has updated the document with most of the actual amounts being reimbursed. There are a few grant reimbursement requests that have not been submitted yet. Please see attached document.

Ms. Secrist shared an updated projection of WDTF reimbursements for the fiscal year. For existing grants, reimbursements are projected at \$8 million. Currently, the Council has the spending authority of \$7.6 million. If the anticipated reimbursement requests are projected out another quarter, total reimbursement request could be \$9 million. The additional quarter also provides a cushion for any new grants awarded between now and the end of the fiscal year. This would leave the Council with a \$1.4 million gap in spending authority. If the Council does not seek supplemental spending authority, it would have to withhold reimbursements in the fourth quarter from grantees until the start of the new fiscal year. Ms. Secrist is working with the Governor’s Office develop a plan to request increased spending authority.

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Motion by Ms. Swanson to approve requesting supplemental spending authority in the amount of \$1.4 million. Second by Mr. McCray. Motion carried.

JFAC and Legislative Committee Presentations

The Council has been asked by the Governor's Office for suggestions on topics that might be appropriate to include in the State of the State Address. Ms. Secrist suggested the following items that wouldn't necessarily stand alone, but could be incorporated as examples of collaboration:

- Partnership between the Council and the State Board of Education (Future Next Steps, Asset Map, Idaho LEADER, associate degree pathway for apprenticeship programs, etc.)
- Collaboration with Idaho Transportation Department, Federal Highway Administration, Associated General Contractors and the Idaho Department of Labor to conduct a workforce survey/analysis in the highway construction industry.
- Collaboration with the north Idaho forest products industry, including mills and Associated Logging Contractors to address workforce shortages.
- The CSI Competency-Based Alternative Certification Pathway Industry Sector Grant to increase access to teacher certification programs in the Magic Valley and the state.
- The Teacher Externship program offered in collaboration with the STEM Action Center.

These could also be incorporated into legislative presentations. The committee suggested including information on how the Council has shifted processes for the WDTF based on the goal of shifting to more sector-based strategies.

Committee Membership – Quorums & Committee Responsibilities

Committee chairpersons are concerned about the difficulty of consistently achieving quorums for their meetings, which is disruptive to the committees' being able to conduct business. For a number of meetings, staff has had to contact committee members directly on the day of the meeting to achieve a quorum.

The Council has had the committee structure for about 18 months. The committee memberships are broad and the Outreach, Policy, and Apprenticeship Committees are all large (15+ committee members). As a new year begins, now would be a good opportunity to contact all of the council and committee members and ask them about their interest and availability to actively participate in the committees (would they prefer to serve on another committee, have another rep from their organization become the committee member, etc.).

The Outreach and the Executive Committees are the only committees that can bind the Council to decisions. The other three committees could establish that they will operate without a quorum because they are not able to bind the Council to any decisions. Another option would be to count only Council members towards a quorum.

Grant Review Committee concerns: The Grant Review Committee has members who are there to represent a certain constituency. When that member cannot attend the meetings, there is a concern that the constituency is not be represented and their interests are not being advocated for in the grant making decisions.

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Outreach Committee concerns: The Outreach Committee members are from a wide variety of entities. It is critical to get that broad representation to make informed decisions and recommendations that benefit people and businesses all over Idaho. Quarterly meetings were discussed as an option. Outreach Project applicants would have to adjust to the change in the schedule for submitting applications. Ms. Secrist will review the state procurement act to see if the Grant Review and Outreach Committee's review of proposals on more of a competitive basis (rather than an open-ended application cycle) would impact the existing review process.

All committee members need to be given an opportunity to indicate if they want to continue serving, and if they want to continue on their current committee.

If all the committees move to a quarterly meeting schedule, the Council should consider two-day or one-and-a-half-day Council Meetings to incorporate committee meetings.

Ms. Secrist will reach out to committee members to see if they are still interested in participating in the committees and get a feel for how frequently each member recommends their committee needs to meet.

Conflict of Interest Policy Update

The Council staff has identified that the committee members who are not also Council members need to sign a conflict of interest form. Ms. Secrist made a few minor edits to the Council policy to incorporate language for non-Council committee members. Please see attached document.

Motion by Ms. Swanson to approve the changes to the Conflict of Interest Policy. Second by Ms. Hoehne. Motion carried.

Talent Pipeline Management Initiative Update

Ms. Secrist shared that the Idaho Association of Commerce and Industry (IACI) is moving forward with the Talent Pipeline Management Initiative. IACI Board members along with their HR Representatives have provided positive feedback on moving forward with the Initiative. IACI is researching the costs.

IACI has a few options of training individuals for this project. A small number of people could travel to Washington, DC three times to be trained on the model. Alternatively, the US Chamber Foundation could come to Idaho to train a larger group. The US Chamber Foundation would provide additional support to help IACI/Idaho complete the first few initiatives to ensure they are successfully implemented in Idaho. IACI will be asking the Grant Review Committee for funding to support this initiative.

Ms. Secrist was able to brief the Idaho Economic Development Association on the Talent Pipeline Management Initiative model and let them know there would be an opportunity for some of them to be trained to support the model regionally. Partnering with the Economic Development Professionals will be a key component to the project.

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Request from State Board of Education to Help Define “High-Impact Fields”

The State Board of Education (SBOE) is updating language in their performance plans. One of the current metrics is the percentage of students participating in internships. SBOE is considering changing “internships” to “work experience” and is looking for guidance on how to define “work experience”. This is an opportunity to align with Idaho LEADER work-based learning categories and would be of significant help to the Council to know if the Council’s work is moving the needle in work-based learning efforts.

Also in the SBOE performance plan, there is a metric to increase postsecondary programs tied to workforce needs. SBOE is talking about using “high impact fields” as opposed to “workforce needs”. Connecting this metric to specific in-demand occupations is challenging because of the time it takes to make changes to programs and then produce graduates from that program. By the time the program changes were fully realized, the occupation could no longer be in demand.

Ms. Secrist received access to the new Burning Glass Technologies Labor Insight Tool. The system allows staff to research what kinds of skills are in high-demand by occupation. The State Board of Education has not yet seen the Burning Glass data. Ms. Secrist will demo the tool for the Board staff to see if this could lead to a methodology to define “high-impact fields”. The Committee can revisit this discussion once SBOE has had a chance to look through the data.

WDC Outreach

The Outreach Committee has been funding projects, connecting education with industry, and in some cases connecting state agency with state agency, etc. There is a concern that the Outreach Committee/Council is not fully communicating the Workforce Development Council’s mission and success stories. The majority of the people and organizations in Idaho do not know there is a Council and that there are Industry Sector Grants available to help develop the workforce. The committee has made great investments in outreach projects, but the awareness of the Council’s mission needs to be prioritized now.

- The Council is not going to accomplish its goals by just reacting to outreach projects that others bring.
- One thing that may come out of IACI pursuing the Talent Pipeline Management Initiative are very specific requests from local employer collaboratives for help with general outreach.
- At one time the Executive Committee had discussed having people in each region as an advocate for the workforce development and programs that are available to people and businesses in every region. Has there been any more discussion on it?
 - The Clearwater Economic Development Association requested funding for outreach to the regional schools and connecting students with regional job opportunities and the types of training the students would need to fill those jobs. In Southwest Idaho, the Idaho Manufacturing Alliance wants to play a more central role in industry partnerships. The Council has not further explored if the Council should issue an RFP and designate someone in each region to serve in a regional workforce development role. If the IACI Talent Pipeline Management Initiative moves forward, it may impact the structure of what a regional roles could do.

Mr. Young will report the Executive Committee discussion to the Outreach Committee.

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