

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, August 8, 2019

Time: 10:00 am – 11:00 am

Meeting Conducted By: Trent Clark, Chairman

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

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

Call to Order at 10:06 am

Roll Call – quorum met

Review Agenda – no additions to the agenda

Approve July 11 and July 18, 2019 Meeting Minutes

Motion by Ms. Hoehne to approve the July 11 and July 18, 2019 minutes as written. Second by Mr. Young.

Motion carried.

Budget & WDTF Balance Update

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WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - July 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	\$27,253	\$362,847	\$95,400	\$8,050	\$87,350	\$485,500	\$35,303	7%	\$450,197
PERSONNEL	\$390,100	\$27,253	\$362,847	\$95,400	\$8,050	\$87,350	\$485,500	\$35,303	7%	\$450,197
Administrative Services & Supplies	\$6,000	\$235	\$5,766	\$1,000	\$106	\$894	\$7,000	\$340	5%	\$6,660
Communication Costs	\$3,500	\$0	\$3,500	\$0	\$0	\$0	\$3,500	\$0	0%	\$3,500
Computer Services & Supplies	\$20,850	\$0	\$20,850	\$0	\$0	\$0	\$20,850	\$0	0%	\$20,850
Employee Development, Memberships & Subscriptions	\$7,500	\$900	\$6,600	\$19,450	\$0	\$19,450	\$26,950	\$900	3%	\$26,050
Employee Travel Costs	\$30,000	\$1,684	\$28,316	\$7,000	\$3,147	\$3,853	\$37,000	\$4,831	13%	\$32,169
General & Professional Services	\$271,350	\$7,521	\$263,829	\$0	\$0	\$0	\$271,350	\$7,521	3%	\$263,829
Miscellaneous Expenditures	\$8,400	\$0	\$8,400	\$22,550	\$3,054	\$19,496	\$30,950	\$3,054	10%	\$27,896
Rentals & Operating Leases	\$4,500	\$986	\$3,514	\$0	\$0	\$0	\$4,500	\$986	22%	\$3,514
OPERATING	\$382,100	\$11,325	\$340,775	\$50,000	\$6,307	\$43,693	\$402,100	\$17,632	4%	\$384,468
Grand Total	\$742,200	\$38,578	\$703,622	\$145,400	\$14,357	\$131,043	\$887,600	\$52,934	6%	\$834,666

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$13,398	\$7,671,102

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WDTF Financial Summary - July 31, 2019	
WDTF Cash Balance 7-1-19	\$16,507,989.35
Revenue	\$0.00
Interest	\$34,528
Payments	\$51,975.76
WDTF Cash Balance 7-31-19	\$16,490,541.91
Obligated Employer Grants	\$4,902,074
Obligated Industry Sector Grants	\$2,092,970
Obligated Innovation Grants	\$53,639
*Obligated Outreach Projects	\$372,073
FY 19 WDTF Admin Costs	\$703,622
WDTF Obligated Balance	\$8,124,377
Unobligated Balance	\$8,366,165
Proposals Under Review	\$2,660,565
Outreach Proposals Under Review	\$123,451
Unobligated Balance if all funded	\$5,582,149

WDTF FY20 Revenue	Transfer In	Interest	Misc Revenue	Collection Cost
July	\$0	\$34,528		
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY20 Totals	\$0	\$34,528	\$0	\$0

Our goal is to start having more of the Workforce Training funds obligated. That is of course dependent on the grants applications that come in. It would be nice to have a metric that would show us if there is a trend in us getting closer to closing the gap between our cash balance and the amount we have obligated.

Bay Shore Systems

Bay Shore Systems' 5-year plan projects BSSI to grow by 60% by 2023. Through efficiencies, new capital expenditures incorporating more AI and CNC capacity, and they hope to grow their employee headcount by 35%. This will allow their profitability to grow, increase the wages of their employees, and provide a higher return through a profit-sharing program to all employees. With the change in the workforce they see the need to offer more attractive jobs to current and future employees which are not going to be manually intensive jobs.

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This will include growing their tradespeople into using new manufacturing techniques and technology. Bay Shore will also be creating a couple new layers of management as they grow which will ideally be filled from within. With this, leadership training will be paramount to ensure all other levels of training will be implemented correctly, with focus, on budget, and on schedule.

WDTF Request: \$220,410

Ms. Hoehne shared the discussion and recommendation from the Grant Review Committee.

Motion by Ms. Hoehne to approve the Bay Shore Systems Employer Grant in the full amount of \$220,410. Second by Mr. McCray. Motion carried.

Lewis-Clark State College

Lewis-Clark State College (LCSC) seeks \$750,000 in Industry Sector Grant funding to purchase capital, non-fixed equipment for the Schweitzer Career & Technical Education (CTE) Center. Located in Lewiston, Idaho, the \$23.5 million, 75,000 square foot facility will be on property adjacent to the new Lewiston High School (LHS) complex. The LHS complex will include the separately constructed \$10 million, 38,000 square foot A. Neil DeAtley Career Technical Education Center. The Idaho State Legislature appropriated \$10 million toward building construction costs with LCSC being responsible for raising the additional \$13.5 million.

WDTF Request: \$750,000

Ms. Hoehne shared the discussion and recommendation from the Grant Review Committee.

Motion by Ms. Hoehne to approve the Lewis-Clark State College Industry Sector Grant in the amount of \$750,000. Second by Mr. Young.

Did this fit well into the scoring matrix?

- The matrix is used for Employer Grants. The Committee used the rubric developed earlier this year to evaluate Industry Sector Grants. The Industry Sector Grants and the Innovation Grants do not really lend themselves to a quantitative type scoring model but there are requirements for each type of grant that can be determined as present or absent in the grant request.

The rubric was created to provide specific guidelines when scoring these grants. This is a new process that the Grant Committee is implementing to provide consistency, thoroughness and fairness for the review of these types of grant applications

Ms. Nielebeck will send the Executive Committee members the Industry Sector Grant, and Innovation Grant rubrics, as well as the Outreach Project grant rubric.

Motion carried.

Mountain Home Aviation Academy

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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. MHAA 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

Ms. Hoehne shared the discussion and recommendation from the Grant Review Committee.

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

FY21 Budget

From an operating perspective, the FY21 budget will look relatively the same as the FY20 budget.

Ms. Secrist has been working with the Governor's Office and Division of Financial Management (DFM) to determine the level of spending increase they are comfortable with the Council requesting. They have indicated WDC should request a total of \$12 million in spending authority. We would be requesting an increase of \$4.3 million in Trustee Benefits to put us at a total of \$12 million in spending authority for Trustee Benefits and approximately \$1 million in Operating Expenses. The Governor's Office and DFM want to balance making sure we have the flexibility to do what we need to do, but also be conscious of its impact on the state budget.

It appears the Council could reach the maximum level of our spending authority for Trustee Benefits this year. We will know by October/November if we will surpass our spending authority. If we do, we will have to request a supplemental budget increase. By increasing our spending authority, we decrease the risk of the Council going over our limit next year.

The Council members may receive questions from Legislators as to why we are requesting the increase. The WDC staff will provide members information about the spending limit to make sure they are well informed before the Legislative session begins.

From an operating perspective, the major change for FY21 will be in Employee Compensation (CEC). Otherwise there will not be much change from the previous year.

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Regional Resources to Increase Line of Sight

IACI has been working very closely with the US Chamber of Commerce Foundation. The US Chamber has some initiatives that may provide an opportunity for Idaho to get involved to increase this “line of sight” between jobseekers and careers. The US Chamber is creating a system that helps refine what employers are seeking and conveys that information to the workforce system. IACI and Ms. Secrist propose that the Council and IACI meet with the US Chamber to discuss these initiatives when US Chamber representatives are in Boise next month.

Other Updates

Mr. Clark and Ms. Secrist talked with Senator Burgoyne. He is drafting legislation that proposes the creation of regional resources to support “line of sight” activities. If the Governor and legislature wants the Council’s involvement in supporting the regional resources, it would need to be outside of the College & Career Advising funds. There will be more updates soon on this topic.

Afternoon Meeting Time for Executive Committee

The Committee will be moving the monthly meetings to 2:00 pm Mountain Time to resolve meeting time conflicts.

The Committee has requested that meetings be extended to 90 minutes.

Motion by Mr. McCray to adjourn. Second by Mr. Young. Motion carried.
Adjourned at 11:02 am