

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, May 2, 2019

Time: 3:00 p.m. – 4:00 p.m.

Location: Teleconference

Call In: 1-720-279-0026

Guest Passcode: 470642

Meeting Conducted By: Trent Clark, Chairman

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

Guests: Joe Maloney, John Russ, Angelique Rood

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

Call to Order at 3:00 pm

Roll Call – quorum met

Review Agenda

No changes to the agenda.

Approve Minutes March 14, 2019

Motion by Ms. Swanson to approve the March 14, 2019 minutes as written. Second by Ms. Hoehne. Motion carried.

State Apprenticeship Agency Discussion

Apprenticeship in Idaho is largely supported by USDOL's Office of Apprenticeship. Bill Kober is an employee who is embedded in Idaho who helps us support these programs. Because we do not have a State Apprenticeship Agency this support is very important. About half of the other states have moved to a State Apprenticeship Agency. Bill has announced his retirement at the end of this month. USDOL may not be backfilling his position. Because of this change, it is requiring us to start considering whether we become a State Apprenticeship Agency. In the meantime, Idaho has to rely on another state to register our apprenticeship programs.

If we had a State Apprenticeship Agency, we would approve the standards and the information would be recorded in the federal system. We have an apprenticeship committee, all of the membership requirements are met, and we are already are doing the development of standards. The only piece that is missing is the

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formalization of the agency (does require an executive order) and the funding. Once the Apprenticeship Idaho Grant runs out in November of next year, the state would be obligated to fund this work. We could use the Governor Set Aside (through WIOA), we could request a line item through the Legislative process, or the agency apply for grants through the US Department of Labor. We would work with a representative with the Office of Apprenticeship, once the Executive Order is signed, on building what the agency would look from. There are several other state models that we can look at (Montana was recommended by Bill Kober). We estimate that we need a minimum of \$250,000 and a maximum of \$500,000. We do not feel that we need the maximum now, we could probably make do with the lesser amount.

What happens if we do not choose to move to this agency?

- There was a period of time that USDOL did not have a person in the Office of Apprenticeship role. The biggest concern is the audits that would be performed by someone from another state. Currently a lot of flexibility is given to Idaho on these Apprenticeship audits. When they came out of another state, the audits were more challenging than working with Bill Kober. During that time, Idaho Power eliminated two of their programs because it was hard to meet the requirements. We have made a lot of momentum on apprenticeships in this state and this could cause more struggles for employers.
- The Apprenticeship Idaho Grant has allowed us to help alleviate some of the barriers that employers face when wanting to create a registered program.

Ms. Rood has asked that the Executive Committee's support to develop a business case for Idaho to create a State Apprenticeship Agency.

- Maybe it should be developed as a strategy first before a business case. This would take less time to create and could be presented to the Executive Committee and the Governor's Office before a full business case was created.
- We also need to ensure that we are supporting the initiatives that are coming from the federal level.

One important goal is to expand apprenticeship to smaller businesses. It would be great if this agency could be a vessel for this.

How many registered apprenticeships do we have, where are they, etc.?

- There are a little over 200 programs made up of 175 employers. That calculates out to around 2,200 apprentices statewide. We have had about 50% quarterly growth since we started the work in 2016. By having the support out in the field it has saved the employers a lot of time.

What can the existing apprenticeship grant from labor be used for?

- It can be used for this evaluation process. It would carry us through November of 2020. There is still opportunity for growth within the current structure that we have.
- There is a possibility that more funding could be coming to us. We have the opportunity to get funding one more time from the federal government for these programs without submitting a new proposal.

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Since Bill is retiring at the end of the month, does that mean we will go to another state anyway?

- They would either have someone fill the role from another state or we would go to the regional office. None of the people in the regional office have field experience. We could also be placed with a state like Colorado. Mr. Russ and Ms. Secrist will reach out to Bill and the DC Office to ask what plans they have developed to support Idaho.

Motion by Ms. Swanson to authorize the opening of a conversation with US DOL and the Governor's Office to find out if there is support of the development of a State Apprenticeship Agency. If they are in support, Mr. Russ and Ms. Rood can begin pursuing a strategy. Second by Mr. McCray. Motion carried.

This discussion will be continued at the next meeting to get an update on the progress made.

Executive Director & Budget Update

The Workforce Development Council hired a new Finance and Grants Manager who starts on May 13. Her name is Amanda Ames and she is coming from Department of Commerce. She has a lot of experience working with Grants and we are very excited to have her join the team.

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WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - April 1, 2019				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$338,593	\$235,297	69%	\$103,296
Benefits	\$133,107	\$89,587	67%	\$43,520
PERSONNEL	\$471,700	\$324,884	69%	\$146,816
Administrative Services & Supplies	\$6,171	\$3,615	59%	\$2,556
Communication Costs	\$7,500	\$2,284	30%	\$5,216
Computer Services & Supplies	\$22,100	\$8,487	38%	\$13,613
Employee Development Costs	\$8,500	\$8,544	93% ¹	-\$44
Employee Travel Costs	\$45,000	\$13,580	30%	\$31,420
General & Professional Services	\$377,200	\$175,424	47%	\$201,776
Miscellaneous Expenditures	\$47,629	\$23,399	49%	\$24,230
Rentals & Operating Leases	\$4,200	\$3,526	84%	\$674
Repair & Maintenance Services & Supplies	\$1,600	\$2,600	162%	-\$1,000
OPERATING	\$519,900	\$241,459	46%	\$278,441
Grand Total	\$991,600	\$566,343	57%	\$425,257
		% OF YR ELAPSED	75%	
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,561,500	\$3,290,599	44%	\$4,270,901

WDIF Financial Summary - April 19, 2019	
WDIF Cash Balance 4/19/19	\$16,695,310
Obligated Employer Grants	\$6,439,866
Obligated Industry Sector Grants	\$1,923,327
Obligated Innovation Grants	\$59,529
*Obligated Outreach Projects	\$329,534
FY 19 WDIF Admin Costs	\$370,526
WDIF Obligated Balance	\$9,122,782
Unobligated Balance	\$7,572,527
Proposals Under Review	\$444,623
Outreach Proposals Under Review	\$0
Unobligated Balance if all funded	\$7,127,905

¹ \$3,675 of this amount was reimbursed from Idaho Department of Labor for 1/2 of NGA dues, but is included in Revenue and is not shown here.

*Includes funded projects only - Council set aside up to \$500,000 for Outreach Projects for FY19. \$123,000 was moved into the operating budget for the Adult Learner Scholarship. Total obligation is \$452,534.

Chairman Clark requested that the WIOA Funds be separated out in the budget reports.

What is employee development costs?

- Membership fees (National Governor's Association, IACI, etc.) and when an employee goes to a class or conference, etc. It does say 93%, but because we paid for all of the National Governor's Association Fees and then Labor refunded us for half of it.

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Are we going to put together a budget based on this year's actuals?

- Yes. That is why we want to do an in-person meeting in June. The end of the fiscal year is in July. We are hoping to do budget development for FY21 and allocating for FY20 in June and then take it to the Council in July to prepare it for submission in September. Outreach is also going to be developing their budget in June.

IACI is doing a collaborative survey with Boise State and is asking the Council if they have any feedback for survey questions. We will work on this project electronically. The Council did not participate in helping create the questions last year, but Monsanto did contribute. Chairman Clark has asked that Ms. Solace be involved in this process.

Strategic Planning

The Council meeting went in a great direction with strategic planning. Everyone on the Council was very involved. The next step is to put objectives to each strategy that was created.

We have asked each committee to work on brainstorming ideas of objectives that their committee could contribute to the strategies. The goal is to have them finished by the July Council Meeting, so we can compile them all and present them to the Full Council.

It is really important that the Committee Chairs are facilitating the Committees in this process.

We need to keep in mind that as we function in this role that we are just not directing the workforce development council staff. We can help support other agencies through this process. It would be nice to have representatives interspersed in these committees who can speak for these agencies and that we are recording their thoughts and opinions. Other agencies may be able to be a lead on certain projects. It is important to go into these agencies with an ask.

The meeting with the State Board Officers is June 6. Ms. Hoehne has sent an e-mail to the Grant Review Committee asking for feedback by May 27. We will ask the other committees to provide feedback as well by the end of May.

We need to make sure that we are not asking the same questions again. If we were to provide some sort of survey tool, it could be very helpful if we make it clear what we are asking of them (what is your idea, how would you measure it, etc.).

As we finalize the WDC Strategic Plan, we have a State Agency Strategic Plan that has to be submitted by July 1 to the Legislature. Using what the committees do, we will prepare the submission. We have until July 31 to amend it if the Council makes changes at the July meeting.

Ms. Nielebeck will create a form that can be used by all the Committees.

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WIOA State Planning Process

As a state and local workforce board we are required to coordinate a state plan with the WIOA partners that will be due in March of 2020. We need to start this now because we also must begin the procurement process following our Service Provider Selection Policy. This planning process gives us the opportunity to look at the One-Stop System and set a vision on how services are provided to those who are unemployed, underemployed, and to businesses. We are planning for public input sessions and would like to integrate some of the public input process, specifically for businesses, into the July Council Meeting. Ms. Secrist would like to reach out to Gordon Jones with Boise State College of Innovation and Design and to talk to him about how we might structure a design thinking discussion about how employers could be served by this system.

July Council Meeting – Pocatello

We are holding the meeting at ICCU in their new training facility.

Should we schedule tours for the afternoon prior to the Council meeting? Historically the Council has done tours when meeting outside Boise. We could set up some tours with employers (Amy's Kitchen, ICCU, ISU, On Semi-Conductor, etc.). It would be a good idea to visit some of the places that we have given WDTF Grants to.

- One of the values of holding the Council meetings outside of Boise is to see what our programs are doing and how they are functioning.
- We want the tours to provide in-depth look at the companies. It is important to get something out of the tours.
- It would be nice to see the effect of the training on students or employers that is being offered through WDTF Grants.

The Executive Committee would like to offer the Council members the opportunity to tour some facilities in Pocatello or the surrounding area.

June Meeting – State Board of Education

On June 6 we will be meeting in-person for the Executive Committee meeting and will have the opportunity to meet with the officers of the State Board of Education.

Shift Future Meetings to Afternoon?

Ms. Nielebeck will send out a doodle poll to find a time in the afternoon to shift the meetings to.

Motion by Ms. Swanson to adjourn. Second by Mr. McCray.
Adjourned at 4:27 pm