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GOVERNOR



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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **Grant Review Committee Meeting Minutes – December 16, 2019**

**Committee Members:** Deni Hoehne, ~~Jay Larsen~~, Michelle Stennett, ~~Justin Touchstone~~, Steve Widmyer, Brian Cox, ~~Jeff Greene~~, ~~Joe Maloney~~, Jake Reynolds, Rico Barrera

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

**Guests:**

**Called to order at 2:02 pm**

**Welcome**

**Roll Call – quorum met**

**Review Agenda -No changes to the agenda**

**Review November 26, 2019 Meeting Minutes**

**Motion by Mr. Cox to approve the November 26, 2019 meeting minutes. Second by Senator Stennett. Motion carried.**

**WDTF Financial Summary**

WDTF Financial Summary - November 30, 2019	
WDTF Cash Balance 11-1-19	\$16,543,108
Revenue	\$535,421
Interest	\$31,836
Payments	\$137,775
<b>WDTF Cash Balance 11-30-19</b>	<b>\$16,972,589</b>
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
<b>WDTF Obligated Balance</b>	<b>\$10,226,248</b>
<b>Unobligated Balance</b>	<b>\$6,746,341</b>
Proposals Under Review	\$549,825
<b>Unobligated Balance if all funded</b>	<b>\$6,196,516</b>

\*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			
<b>FY20 Totals</b>	<b>\$1,840,492</b>	<b>\$168,492</b>	<b>\$21,261</b>

### American Semiconductor – Employer Grant

The American Semiconductor Employer Grant was discussed at the last meeting. The Grant Review Committee requested more information on the trainings being offered by American Semiconductor to ensure the skills being gained were transferrable. American Semiconductor provided a list of the training and employers that would likely hire people with those skills/training. American Semiconductor also provided more detail on the skills each person would gain through the trainings.

Ms. Secrist provided data from the BurningGlass Labor Market Tool on the skills being trained by American Semiconductor. The report Ms. Secrist shared with the committee shows data on the types of skills that are required for the jobs listed in American Semiconductor's application. All the jobs listed in the BurningGlass report are in the Treasure Valley Area. The report also shows what other occupations would employ people with those skills.

### WDTF Request: \$22,500

The list of trainings that American Semiconductor provided are fairly entry level but would be transferable to other positions in the same field. The skills the employees are gaining would make them more desirable to other employers.

**Motion by Mr. Reynolds to recommend approval of the American Semiconductor Employer Grant in the full amount of \$22,500. Second by Mr. Cox. Motion carried.**

### **Idaho State University – Industry Sector Grant**

The College of Nursing (CON) at Idaho State University (ISU) is requesting funding in collaboration with industry partners to expand the ISU CON Accelerated Baccalaureate Nursing Program (ABSN) to the Southeastern part of the state (Pocatello/Idaho Falls campus). The match for this grant opportunity has been obtained from three industry partners: Bingham Memorial Hospital in Blackfoot, Magic Valley Regional Medical Center in Twin Falls, and Portneuf Medical Center in Pocatello.

At a previous grant review committee meeting, the Committee requested that ISU provide more information on the budget. The Committee specifically wanted to know how the tuition from the Nursing program would be reinvested into the program. The Committee also requested more information on what each of the industry partners were committing to the program. ISU explained that the partners would be matching with funds, providing student preceptors, and hiring graduates of the ISU Nursing program.

One of the challenges of the budget was seeing how the tuition revenue would be used. As the WDC staff worked with ISU, the staff found in the original budget that ISU was intending to take the tuition from the first year to help offset the costs for the second year and so on. This would mean that at the end of the grant, ISU could have a balance of \$360,575 of earned tuition. The WDC staff shared with ISU that creating a cash balance or reserve that the institution could apply to other needs is not the purpose of the Workforce Development Training Fund. Ms. Secrist worked with ISU to develop a budget to sustain the program while simultaneously lowering the grant request. Please see attached report. With the decrease, the new requested amount is \$340,834.

### **WDTF Request: \$340,834**

If the total estimated tuition is \$147,030 in the first year and 70% of it is being applied to the next year, where is the other 30% going?

- It would provide additional funds to support the program if they meet their student targets. The committee could stipulate that the tuition revenue be evaluated annually, and if ISU does not need the grant funds in years 2 and 3, the award amount could be adjusted accordingly.

If the tuition collection far exceeds the \$147,030 would the grant amount decrease?

- That would be up to the grant committee review committee to recommend. The balance could be adjusted down to cover ISU's costs.
- The committee wants assurance that the funds would be used for only the Nursing program.
- Even if ISU collected the full amount of tuition for 10 students in year 1, they would be operating at a loss for the next 2-years.

Did the Workforce Development Training Fund provide funds for the program in Meridian?

- The training fund grant ISU Meridian received was for the cadaver lab to support the physician assistant program.
- The accelerated nursing program started before sector grants existed (2002).

Has money been used from the WDTF in the past for instructor salaries?

- Yes, for both faculty and support staff needed to start or expand programs. ISU does have requirements from the Nursing Board that they can only have one instructor per 10 students. Part of the funding helps get the program to be large enough to be sustainable. ISU is asking for the grant to cover the shortfall until they get to the right number of students per instructor.

**Motion by Mayor Widmyer to approve the Idaho State University Industry Sector Grant in an amount not to exceed \$340,834, with the stipulation that the award for years two and three be decreased if actual tuition revenue exceeds the budget projections in the application. Second by Senator Stennett. Motion carried.**

### **Idaho Association of Commerce & Industry (IACI) – Innovation Grant**

Approximately 89% of employers have difficulty filling current job openings with qualified employees, as students are not career ready when exiting from the education pipeline. Traditional career pathways weren't designed to develop skills for the current fast-changing market, or to match the speed of changing industry requirements. Idaho needs a business solution that prioritizes better alignment between the education and workforce systems and creates shared value for students, workers, education and training providers, and employers.

The Talent Pipeline Management (TPM) program is a demand-driven, employer-led approach to closing this skills gap of current and potential employees. The gap in appropriately skilled workforce can be closed with employer collaboratives working together for stronger brand recognition, clearer communication between employers and education representatives, shared expertise, improved leverage for getting needed results, and added value for smaller employers involved in the process. The TPM program provides a structured process for collective action and decision-making to resolve this issue. A 'talent supply chain' will begin to form through continuous improvement with each cohort sectors by including more employers in the process and teaching a more refined set of skills to fit the employment landscape.

At the July 2019 council meeting, the Executive Committee took on an additional action item to consider how the Council could create regional intermediaries or an infrastructure to see more directly the needs of employers and match them with education at a local level. IACI has been working with the US Chamber Foundation on the Talent Pipeline Management program which is a methodology that could help the Council achieve the strategy. The Grant Review Committee has been discussing how to shift from awarding whatever applications come before the committee to awarding based on where the needs in Idaho are. The Talent Pipeline Management program would help make that shift. The funds would be used for the fees charged by the US Chamber Foundation to train 30 individuals in Idaho so that they can facilitate talent pipelines locally.

### **WDTF Request: \$100,000**

How will the 30 individuals to be trained be chosen?

- The IACI will work with the local chambers, economic development professionals, CTE and the Workforce Development Council to identify individuals who are already doing this type of work. The selection process will be collaborative.
- Would IACI and the US Chamber Foundation be the ones to select the institutions that will provide trainees for the program?
  - There will be 5 or 6 trainees per region. IACI plans to reach out to a variety of institutions/entities for nominations of individuals the institutions/entities want to be trained. The Council will be engaged in the selection process.
  - It is important to ensure that the trainees are picked fairly.

The funds will be given to the US Chamber Foundation through IACI. Is that correct?

- That is correct. The funds will be used to cover training costs, travel costs, technical assistance, etc.

- IACI is a lobbying entity so the Council needs to ensure the funds are not being used for lobbying purposes.
  - Ms. Secrist will ensure in the contract that it is clear the funds cannot be used for lobbying; only to pay the fee to the US Chamber Foundation to train Idahoans on the talent pipeline methodology. Ms. Secrist will also relay this information directly to IACI.

Who will be responsible for the cost associated with the travel of the trainees?

- The institution/entity the individual comes from will be responsible for those costs. The Outreach Committee provided the Council with funds to bring in economic development professionals to two or three trainings a year. Those funds could be used to help pay for their expenses to attend this training by aligning the efforts.

Can IACI implement the program without grant funds?

- IACI does not have the funds to implement the Talent Pipeline Management program without the grant from the Workforce Development Training Fund. IACI has to commit to the US Chamber Foundation by the end of the calendar year. If IACI misses the deadline, it will be another year before IACI could access the program to bring the training to Idaho.

How many individuals would attend each training session?

- All 30 individuals would attend all 3 sessions. The US Chamber Foundation has developed a 6-step process that would be delivered during the 3 sessions. They would also provide webinars and technical support in between the in-person trainings.

Has IACI talked with the State Board of Education about the Talent Pipeline Management program?

IACI has been talking with different employers and associations. Staff believes that IACI has spoken with at least one member of the State Board of Education.

How many trainers would the US Chamber Foundation bring to facilitate the training? Is the program a revenue generator for the US Chamber Foundation?

- IACI provided a timeline in their application that lays out each of the sessions. The fee provides technical support over the year of implementation in addition to the 3 in-person trainings.
- The WDC Staff does not see the program being a revenue generator for the US Chamber Foundation as they are the non-profit arm of the organization. In addition, the US Chamber Foundation is only taking 2 cohorts for 2020.

The US Chamber Foundation has piloted this program in other states, but we have not heard anything about this program. How does the committee know that the Talent Pipeline Management program is successful and reputable?

- Ms. Secrist talked with Vermont about the Talent Pipeline Management program they have implemented for the healthcare industry. They are now looking to expand it to multiple industries. Vermont is a rural state and faces some of the same challenges that Idaho faces.

**Motion by Ms. Hoehne to approve the IACI innovation grant in the full amount of \$100,000. Second by Mr. Cox.**

The Committee requested that the information on this grant be shared with the Council. Ms. Secrist will integrate a presentation from IACI into the January 8, 2020 Council meeting agenda. This grant is a great opportunity for the Council to help drive conversations between industry and education.

**Motion carried.**

### **Use of Real-Time Labor Market Information in Grant Reviews**

As the Grant Review Committee has evolved, the Committee has discussed tools to help make grant application decisions. The Council has just gained access to the BurningGlass Labor Market Tool that would be able to help the committee make grant application decisions. The BurningGlass labor Market Tool is easy to use and it will be easy for WDC staff to put together information for the committee. Real-time Labor Market Information (LMI) can be included in every employer grant request. The LMI could be provided on a case by case basis for industry sector grants. Industry sector grants can create challenges because they can encompass so many different occupations. Ms. Secrist shared a sample report from the BurningGlass Labor Market Tool with the committee. Ms. Secrist asked the committee to provide feedback on what pieces of data might be useful to the committee.

Is the BurningGlass report intended to help make the decision on approving grants or is it just good information?

- The report helps answer questions about transferability and demand that arise during employer grant discussions. The Committee would not add or detract points based on the report. The report gives a more global view of what is going on in that occupation.

The Committee was asked to send additional feedback to Ms. Secrist.

### **Provide Feedback to Chair on Grant Review Process**

At the January Council meeting, Ms. Hoehne will facilitate a discussion with the Council on how the policy changes the Council implemented earlier in 2019 have encouraged a shift from employer grants to industry sector grants. She will also request council input on additional policy changes the Council may want to provide to guide the Grant Review Committee in awarding grants. The Grant Review Committee has struggled in the past few months with concerns that employer grants are meeting the goals of the Training Fund.

What feedback does the Grant Review Committee want to solicit from the Council at the January Council meeting?

- Does the WDC staff ever make recommendations to the Committee/Council on grant decisions?
  - The WDC staff ensures that the Committee/Council is empowered to make decisions. The staff also want to ensure the Council member are the ones making decisions and the decisions are not being driven by what staff wants.
  - It would be nice to see some more opinions of the WDC staff.
    - The Committee could look at developing a template for staff input on grant applications. The template would provide the standard information for each grant request.

The Committee was asked to provide Ms. Hoehne with any additional feedback requests before the January Council meeting.

**Motion by Senator Stennett to adjourn. Second by Mayor Widmyer. Motion carried.  
Meeting adjourned at 3:18 pm**