

**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:** Wednesday, July 11, 2019

**Time:** 10:00 a.m. – 11:00 a.m.

**Meeting Conducted By:** Trent Clark, Chairman

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

**Staff:** Wendi Secrist, Matt Thomsen, Amanda Ames, Paige Nielebeck, Shannon Andrade

**Call to Order at 10:02 am**

**Roll Call** – quorum met

**Review Agenda** – no changes to the agenda

#### **Approve Minutes June 6, 2019**

Ms. Hoehne asked that an introduction sentence be added to the Major Initiatives section to clarify that the initiatives were simply concepts that were discussed. In addition, she noted a couple of typos that will be sent to Ms. Nielebeck for correction.

**Motion by Ms. Swanson to approve the June 6, 2019 Meeting Minutes with the above amendments. Second by Mr. Young. Motion carried.**

#### **Executive Director Update**

Ms. Secrist, Mr. McCray and Mr. Clark had the opportunity to present at the IACI Conference in June and shared their reflections on the meeting. Mr. Clark and Ms. Secrist also had the opportunity to present to the Our Kids Idaho's Future Taskforce about career readiness. They briefed them on work that has been done or is already in place around workplace/career readiness definitions and assessments. Greg Wilson (from the Governor's Office) has asked Ms. Secrist to provide suggestions on what Idaho could use to strengthen accountability for career readiness.

Ms. Secrist has been working with the attorney general to develop language for the University of Idaho Co-Op Program Contract. This will include milestones to track progress on gaining approval for credit for the work-based learning components.

How is U of I reacting to this increased expectation of accountability?

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- Both the College of Engineering and Career Services are understanding of the requests we are making. However, they cannot make promises on behalf of the faculty in this case.

### FY21 Budget & Spending Authority Discussion

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - June 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	\$379,300	\$348,824	\$30,476	\$92,460	\$85,925	\$6,535	\$471,760	\$434,749	92%	\$37,011
<b>PERSONNEL</b>	<b>\$379,300</b>	<b>\$348,824</b>	<b>\$30,476</b>	<b>\$92,460</b>	<b>\$85,925</b>	<b>\$6,535</b>	<b>\$471,760</b>	<b>\$434,749</b>	<b>92%</b>	<b>\$37,011</b>
Administrative Services & Supplies	\$5,171	\$7,552	-\$2,381	\$1,000	\$443	\$557	\$6,171	\$7,994	130%	-\$1,823
Communication Costs	\$7,500	\$3,174	\$4,326	\$0	\$0	\$0	\$7,500	\$3,174	42%	\$4,326
Computer Services & Supplies	\$23,700	\$18,041	\$5,659	\$0	\$0	\$0	\$23,700	\$18,041	76%	\$5,659
Employee Development, Memberships & Subscriptions	\$8,500	\$11,251	-\$2,751	\$9,000	\$7,850	\$1,150	\$17,500	\$19,101	109%	-\$1,601
Employee Travel Costs	\$36,000	\$15,979	\$20,021	\$0	\$9,564	-\$9,564	\$36,000	\$25,543	71%	\$10,457
General & Professional Services	\$377,200	\$331,530	\$45,670	\$0	\$0	\$0	\$377,200	\$331,530	88%	\$45,670
Miscellaneous Expenditures	\$7,629	\$3,177	\$4,452	\$40,000	\$31,614	\$8,386	\$47,629	\$34,791	73%	\$12,838
Rentals & Operating Leases	\$4,200	\$3,508	\$692	\$0	\$0	\$0	\$4,200	\$3,508	84%	\$692
<b>OPERATING</b>	<b>\$469,900</b>	<b>\$394,211.45</b>	<b>\$75,689</b>	<b>\$50,000</b>	<b>\$49,471</b>	<b>\$529</b>	<b>\$519,900</b>	<b>\$443,683</b>	<b>85%</b>	<b>\$76,217</b>
Grand Total	\$849,200	\$743,035	\$106,165	\$142,460	\$135,396	\$7,064	\$991,660	\$878,432	89%	\$113,228

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,561,500	\$4,701,157	\$2,860,343

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - FY20			
STATE EXPENDITURE CATEGORY	WDTF Budget	WIOA Budget	TOTAL BEGINNING BUDGET
<b>PERSONNEL</b>	<b>\$390,100</b>	<b>\$95,400</b>	<b>\$485,500</b>
Administrative Services & Supplies	\$6,000	\$1,000	\$7,000
Communication Costs	\$3,500	\$0	\$3,500
Computer Services & Supplies	\$20,850	\$0	\$20,850
Employee Development Costs	\$7,500	\$19,450	\$26,950
Employee Travel Costs	\$30,000	\$7,000	\$37,000
General & Professional Services	\$271,350	\$22,550	\$293,900
Miscellaneous Expenditures	\$8,400	\$0	\$8,400
Rentals & Operating Leases	\$4,500	\$0	\$4,500
<b>OPERATING</b>	<b>\$352,100</b>	<b>\$50,000</b>	<b>\$402,100</b>
Grand Total	\$742,200	\$145,400	\$887,600

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500

Discuss spending authority concerns

Ms. Secrist reviewed the budget.

The WDC Staff is concerned with only having \$7 million in spending authority where the WDTF has approximately \$17 million in cash. It could cause issues in not being able to reimburse grantees and staff are exploring options with DFM and the Governor's office to request an increase.

Ms. Secrist also shared a summary of the Outreach projects with the Executive Committee as requested at the last meeting. See attached document.

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### **Strategic Planning – Executive Committee Objective Development**

Ms. Secrist reviewed the objectives that the committees developed and how they could be presented to the Council at the upcoming meeting. Please see attached PowerPoint presentation.

Mr. Young shared that the “identify, develop, connect, and activate a diverse network of influencers throughout the state that can distribute information and resources in a way appropriate to their locale” strategy is an umbrella over the other two strategies (“Utilize personal contact, digital, and traditional media to communicate with our target audiences and those who influence and support them.” and “Collaborate with partners to maximize reach and effectiveness of all outreach efforts; enhance and expand Idahoan’s perceptions of (easy) access to and persistence in pathways to careers.”). He will present this concept to the Full Council next week, suggesting that the two be subordinated to the first.

Another Outreach Committee objective (“Develop and deepen relationships with our partners including: HR associations, industry association, community leaders, education, and agencies.”) could fall under two strategies – “Collaborate with partners to maximize reach and effectiveness of all outreach efforts; enhance and expand Idahoan’s perceptions of access to and persistence in pathways to careers.” and “Create, align, and sustain partnerships with stakeholders to implement workforce development programs.” The Committee would Mr. Young to lead discussion on how it fits into both.

The strategy “Leverage existing local employer-focused initiatives to build and support effective pathways to connect Idahoans to careers.” did not have an objective developed by a committee. Ms. Secrist asked whether the Executive Committee wants to bring forward an objective based on the discussion of regional talent intermediaries from June’s meeting.

- This might be part of a bigger discussion. The Council needs to figure out where our funds would be utilized the best. Would it be better to use the funds to fund these positions or to fund the outreach to make people aware of the opportunities?
- It is important to ensure that the Council knows that this was an idea that was created from the US Chamber of Commerce and IACI. It did not originate from the Executive Committee, but may be an important solution and partnership opportunity.

**The Executive agrees by unanimous consent to have Mr. Clark present the above concept to the Full Council as an item to be added to the strategic plan.**

Another interesting point when looking at the plan all together is that the strategy “Support development in work-based learning and innovative programs to drive Idaho’s present and future workforce solutions.” only includes objectives related to apprenticeship. Ms. Secrist asked for input on how to reconcile the difference.

- A good strategic approach would be to look at some of the reasons that employers are not adopting apprenticeships. One of the answers that we already know is that they do not have the pathways that lead up to apprenticeships. This is a question that should be posed to the Apprenticeship Committee and ask them to think more broadly about the barriers (gap analysis) and consider whether the committee would support other forms of work-based learning or a new committee is needed.

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The Executive Committee has requested that Ms. Secrist and Mr. Thomsen discuss this observation with Ms. Rood and ask her to lead a discussion at the Council meeting.

Each committee will next be tasked with developing metrics for all of the objectives, if they aren't included. Mr. Clark plans to ask the Full Council "If we are successful with this plan, will Idaho be different?"

### **Grant Review Committee – Request for Feedback**

The Executive Committee would like to move this discussion item to next week. Ms. Nielebeck will find time for a meeting with the Executive Committee in Pocatello.

### **Review Agenda for July Council Meeting**

Ms. Secrist briefly went over the July Council Meeting Agenda. Please see agenda on Council Meeting webpage.

Ms. Secrist will be making a couple of updates to the agenda to include some time for Ms. Revier to talk about the Idaho Department of Labor office restructuring. A few of the times are also incorrect and need to be corrected.

**Motion by Ms. Hoehne to adjourn. Second by Ms. Swanson. Motion carried.**  
**Adjourned at 11:33 am**