

C.L. "BUTCH" OTTER
GOVERNOR



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, February 14, 2019

Time: 10:00 a.m. – 11:00 a.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

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

Call to Order at

Roll Call – Quorum Met

Review Agenda

No changes to the agenda.

Approve Minutes January 9, 2019

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

Budget Update



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IDAHO WORKFORCE DEVELOPMENT COUNCIL FINANCIAL REPORT AS OF JANUARY 31, 2019

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET				
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary	\$338,593	\$185,612	55%	\$152,981
Benefits	\$133,107	\$68,401	51%	\$64,706
PERSONNEL	\$471,700	\$254,013	54%	\$217,687
Administrative Services & Supplies	\$5,171	\$3,173	61%	\$1,998
Communication Costs	\$7,500	\$1,909	25%	\$5,591
Computer Services & Supplies	\$22,100	\$8,237	37%	\$13,863
Employee Development Costs	\$8,500	\$7,899	93% ¹	\$601
Employee Travel Costs	\$46,000	\$12,365	27%	\$33,635
General & Professional Services	\$377,200	\$143,408	38%	\$233,792
Miscellaneous Expenditures	\$47,629	\$21,185	44%	\$26,444
Rentals & Operating Leases	\$4,200	\$3,122	74%	\$1,078
Repair & Maintenance Services & Supplies	\$1,600	\$2,600	162%	-\$1,000
OPERATING	\$519,900	\$203,898	39%	\$316,002
Grand Total	\$991,600	\$457,911	46%	\$533,689
		% OF YR ELAPSED	58%	
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (REIMBURSEMENTS)	\$7,561,500	\$1,815,316	24%	\$6,961,687

WDTF Financial Summary	
WDTF Cash Balance 02/11/19	\$18,386,584
Obligated Employer Grants	\$7,498,464
Obligated Industry Sector Grants	\$2,242,442
Obligated Innovation Grants	\$44,765
FY 19 WDTF Admn Costs	\$443,395
WDTF Obligated Balance	\$10,229,066
Unobligated Balance	\$8,157,518
Proposals Under Review	\$756,682
Unobligated Balance if all funded	\$7,400,836

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.

Recommendation from committee members to make some minor changes to the financial reports:

- Use the term spending authority for the Trustee Benefits payments line. We only spend what the Council has approved through WDTF grants and is requested for reimbursement for grantees. The number is the max we have authority to spend. We will have a better idea of what it will be on an annual basis after we get through our first year.
- For WDTF obligations, need to keep in mind that just because a dollar amount is awarded, it does not mean that is how much is going to be spent. It would be of some value for us to start tracking award



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percent and spend percent (which is being done by staff). We might want to set a goal to increase our spend percent, so we are actually getting grants that deliver what they requested funds for. Grantees only spend about two-thirds of their award amount according to the last evaluation report.

- The WDC staff is going to be working with Department of Labor to update the numbers in the evaluation report yearly. The narrative will be updated bi-annually.
- It would be helpful to show the revenues that are coming in for the WDTF on the budget report. It would help show that there should be no concern about the WDTF running out of money.
- Quarterly income statement with a timeline in it would also be helpful. The Executive Committee would like to see an example of this and decide if they want this information monthly, quarterly, etc. Try to project the actual value of the grants.

CEI Cybersecurity

This grant was approved at the December Executive Committee meeting. The purchase of the building that CEI was looking at has fallen through. There were significant structural issues with the building and the owner did not want to come down in price. They have approval from their trustees to present a lease with an option to buy a former Melaleuca headquarters building that is now owned by the Boy Scouts (5-year lease with option for an additional 5 years and an option to purchase at the end). The Boy Scouts are looking to sell or utilize those buildings. The goal is to have the negotiations completed by March 1.

The Executive Director of the WDC has been given the authority to amend/modify a grant if it does not materially impact the outcomes. The Executive Director cannot increase grant amounts. In this situation, Ms. Secrist has given CEI a list of things that she would like to have to ensure that the grant outcomes would be met if the funding is used for a different building. CEI has indicated that they would be using the grant funds for the same purposes (furnishing, equipment, etc.). Ms. Secrist asked the committee whether they were comfortable with her approving changes in this case or if they thought it should be reviewed by the Grant Review Committee again.

This may help alleviate some concern about the inaccurate assumption that we were purchasing a building for CEI. A lot of the funding was to provide a major remodel of what was a retail building. The new building was formerly an office building so there may be some cost savings since some of the infrastructure is already in place in the new leased building. However, the square footage is greater, so it will require more classroom equipment and furniture. CEI is not going to be asking us to cover the cost of the lease.

The Executive Committee requests that Ms. Secrist ask the Grant Review Committee whether they want to see the changes and consider "reapproving" the grant or if they are comfortable with Ms. Secrist making the decision.

ITD Partnership – Highway Construction

At the full council meeting a flow chart was provided of a project with ITD that builds into the AGC Career Launcher Program. We received word last week that the Federal Highway Administration has approved funding



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for the project. We will continue to support this program. They will be surveying those effected by the construction to see if they can find people who are interested in construction.

Strategic Planning for April Meeting

At the last council meeting it was agreed that we would engage in strategic planning at the April meeting. Ms. Secrist was put in touch with Tom Harris to discuss the planning process he had used with IACI and others. Mr. Harris felt that the 1-2 day approach he had employed would not be sufficient for the Council because of the complexity and reach of the agency. It was suggested that we invest the time to do a deeper planning process. Mr. Harris shared a model that asks three key questions.

3 questions:

- Where are we now?
 - This is the work the Task Force did
- Where are we going? Including:
 - Mission
 - Goals
 - Vision
- How do we get there?

We have a mission and vision, but they were created by a previous council. This council has not had the opportunity to work on this. We do not want to start from scratch but look at these as starting points to see if changes need to be made. In addition, our goals are set forth by the Governor through the Executive Order so we need to use those to develop high-level strategies.

Ms. Secrist has been working with Doug Park to develop a plan for the April meeting. She reviewed the strategic planning outline. Please see attached document.

A survey would be sent out in advance to our partners to get their input on what they expect from us and help set the vision out 5-10 years from now of what we need to look like. This survey is important to ensure there is broad input to our process since we work across so many partners.

Ms. Secrist and Mr. Clark proposed that Dr. Dave Hill (who co-chaired the Taskforce) be asked to facilitate our meeting. The Executive Committee feels comfortable with asking Dr. Hill to facilitate this session. If Dr. Hill is not available Ms. Secrist will ask Mr. Harris for some guidance for another facilitator.

Strategies 360 will also have a progress report on the NextSteps project for the Council in April. The Outreach Committee will be asked to come in the day before the council meeting for a full presentation on the next NextSteps and then S360 will be asked to do a short 15 minutes presentation during lunch at the full council meeting.



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Conflict of Interest Policy – Potential Updates to Policy

Mr. Clark and Ms. Secrist met with Representative Syme and the Governor to discuss his concerns with the Employer Grants and conflict of interest concerns. The proposed changes to the Policy stemmed from this discussion. Please see attached conflict of interest policy draft.

Why can they not recuse themselves from anything having to do with the grant? They are asked to be on the committee because they are a valuable industry member.

- Perceptions can be reality so it's important that we are transparent.
- If we implement this change, we may end up with a lower participation of the private sector. But we also do have an obligation to the Council to ensure they are comfortable with the decision-making process. It also helps to ensure that we are not being perceived as self-serving.
- This language would only apply to Employer Grants. They could still participate on the committee if their company applied for any other type of grant they would just have to recuse themselves from the vote.
- The Executive Order was specific that a majority of the decision makers are to be industry. If we start populating our committees without a majority of industry, we are not following the Executive Order. It can send a message of that we do not want industry to participate. They should be the leaders and drivers of the Council.

Ms. Secrist will take the existing policy to our Deputy Attorney General and ask her opinion on the language and whether it needs to be strengthened.

Governor's "Our Kids, Idaho's Future" Task Force
College & Career Advising Evaluation
Legislative Priorities
Teacher Externship Program

Ms. Secrist will send an e-mail update on the rest of the agenda items.

Motion by Ms. Swanson to adjourn. Second by Mr. McCray. Motion carried.

Adjourned at 11:13 am