

**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, June 6, 2019

**Time:** 10:00 a.m. – 4:00 p.m.

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

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

**Guests:** Joe Maloney, Luke Killkup (Lobby Idaho), John Russ, Jani Revier, Angelique Rood, Marie Price, Tom Schultz

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

**Call to Order at 9:55 am**

**Roll Call** – Quorum met

#### **Review Agenda**

The Outreach budget request will be moved above the major initiatives.

**Motion by Ms. Swanson to amend the agenda as suggested. Second by Ms. Hoehne. Motion carried.**

#### **Approve Minutes May 2, 2019**

Typo at the beginning of the minutes (says imbedded rather than embedded).

**Motion by Mr. McCray to approve the corrected May 2, 2019 minutes. Second by Ms. Swanson. Motion carried.**

#### **Outreach Committee Budget Request**

The budget that was presented and accepted was \$500,000 for FY19. The Committee allocated \$468,534. The Committee reviewed the awards that were made and broke them into 4 categories.

1. Idaho Adult Opportunity Scholarship
2. Interim Outreach Project
3. Ed Pro Summit
4. Other

The Adult Opportunity Scholarship

The Outreach Committee has made a recommendation that this project be funded up to \$80,000.

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### Ed Pro Summit

The Outreach Committee recommends funding this at \$15,000.

### Interim Outreach Project

The Outreach Committee recommends no additional funding for the next year as the current allocation will carry through FY20.

### General Projects

The Outreach Committee recommends general project funds of \$350,000.

Collectively this is \$445,000 that the Committee is asking for authority to allocate.

The Committee would also like to request a set-aside for the implementation of the Next Steps website buildout. Strategies 360 provided a quote of \$125,000, but there are still many unknowns. The Committee recommends setting aside up to \$250,000.

The total for all projects is \$695,000. This budget request will go to the Full Council in July.

Some of the projects that were allocated out of FY19's \$500,000 are continuing to be spent into FY20. That is why we do not need any more money for the Interim Outreach Project. The Committee was very clear with the grant recipients that they would not be doing any long-term funding. Just because they were funded in 2019 does not mean they will get funded again.

The Committee has asked that Ms. Solace provide them with a list of expenditures from FY19 and a flow of what FY20 may look like.

If we are going to shift from employer grants and focus on sector grants, apprenticeships, etc. Does this budget allow for statewide promotion of the work that the workforce council is doing and trying to solicit industry and education partners?

- The Next Steps implementation is part of this moving forward. There will be some proposals that will be coming from other committees, such as apprenticeship, that will apply to that \$350,000 general project fund.
- Is \$350,000 enough? The budget should be significant early on and then taper off as more projects are being funded. We need outreach across the entire state. There are portions of the state that know what is going on, but larger portion that does not.

Mr. Young, Ms. Solace, and Ms. Secrist will put together a comprehensive handout for the presentation to the Full Council.

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Mr. Young presented an idea to the Committee of Local Strategic Outreach Efforts. The Outreach Committee cannot do its job just with volunteers. There is a very high need for support on the local/regional level. We need to connect our future career seekers and our underemployed to career pathways. The Outreach Committee has recommended that we bring on individuals to handle these Local Strategic Outreach Efforts. Washington calls them Industry Liaisons. They are helping local industry make connections to education/training programs in their area. We need people to have this as their sole focus.

This could look a number of different ways. We could put out an RFP and allow organizations to apply for one or multiple position. We do not want to go to the Legislature and ask for 6 new FTEs for the Council.

If we decide to move forward on a major initiative, having this kind of infrastructure would be critical.

Ms. Secrist shared a memo that came from the Governor's Office. Please see attached document. The Governor's Office is going to be meeting to discuss what initiatives they want to prioritize. They would like to more information on what priorities the WDC has and bring those to the discussion.

### **Major Initiative Ideas**

All the items discussed are concepts and not official projects or initiatives of the WDC.

### **Industry/Education Connectors**

- To scale any significant efforts and/or be more effective with outreach, consider funding (through competitive RFP) local positions to focus on the connections between education and employers.
- Would need to clearly identify how position "fits" within ecosystem of college & career advisors, transition coordinators, chamber (or similar) workforce efforts, etc.

### **Investing in College & Career Advisors**

- Evaluation required by Legislature showed that its too early for results. However, key issues include:
  - Incomplete/inconsistent reporting.
  - Inconsistent and insufficient metrics – the state doesn't currently collect data that shows whether students are career ready and if they are choosing paths other than going on to postsecondary education.
  - The funding distribution model does not provide equity – this applies to urban/rural equity along with socio-economic factors such as poverty and limited English proficiency.
- \$9 million distributed by formula to school districts. SDE and SBOE are not allowed to take any funds off the top for administration or professional development.
- The State Board staff coordinate regional training sessions and Idaho Digital Learning has online counselor/career advisor training modules (Collaborative Counselor Training Initiative (CCTI)), but these might not be enough to ensure that all college and career advisors have the level of expertise to connect education to careers.

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In collaboration with the Governor (if this is a priority for him), the WDC could fund a professional development initiative for all college and career advisors in FY20 while the State Board or Governor seeks legislative changes to the program that address the issues raised and provide funding for ongoing investment into professional development for these key positions.

### **Work-Based Learning Initiatives**

- The WDC could spearhead efforts to replicate programs like CareerWise in Colorado or Career Connected Washington that have ambitious goals to strengthen the connection between education and careers.
  - CareerWise aims to place 20,000 high school students in “modern” apprenticeships by 2027.
  - Career Connected Washington aims to connect 100,000 Washington youth during the next five years with career-connected learning opportunities that prepare them for high-demand, high wage jobs.
- The WDC could partner with the State Board to launch:
  - College credit for work experience to “attract” students – i.e. provide the “first” credit at no cost to the student upon demonstration that they have worked in a job for a certain period of time.
  - Integration of an internship, as an option, for institutionally designated general education credits.

Ms. Secrist shared a graphic on Idaho’s Work-Based Learning. See attached graphic.

A good target to help develop internships would be employers who employ a lot of people at entry level minimum wage jobs (Walmart, Burger King, etc.). These companies are offering college opportunities to their employees to encourage them to go on and move up into to bigger careers.

### **Increasing the Line of Sight between Jobseekers and Employers**

- Leverage virtual reality to create “industry tours” with Idaho’s businesses.
  - IPTV interested in helping create the content. Additional partners could include STEM AC, Idaho Virtual Reality Council, JKAF???
  - Google platform allows for group tours – could be led by employer representative without leaving their office or could be led by the teacher.

### **Cloud Computing Concept**

Amazon Web Services has developed cloud computing training on their website that is available to anyone who wants to use it. They are partnering with institutions who are integrating it in to their courses. We could partner with Amazon to offer this to high school students. The training is already developed and companies like Amazon and Oracle are looking to hire from this pool that is being created for remote jobs.

This fits into the Governor’s initiative on broadband. If we can improve access to rural areas it would open up a whole world of opportunities.

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The Executive Committee will discuss these again in July to determine if any should be presented to the Full Council.

### **State Board Discussion**

#### Our Kids, Idaho's Future Task Force

The WDC is very excited about the Our Kids, Idaho's Future Task Force and would like to know how they can help with this Task Force.

There are 4 subcommittees:

- K-12 budget stability
- Teacher pipeline
- Rural and underserved students
- Operations (Specifically school facilities and safety)

The Governor is very interested in how literacy is impacted in those subcommittees and statewide. The other area of focus is career readiness. The subcommittees are about to get started on work. The dates have not yet been finalized of when those groups will meet.

The State Board has asked the subcommittees to come up with no more than 2 recommendations to the full committee and then those recommendations will be narrowed down to 4-5.

It would be nice to have the Council present to the whole Task Force since there is not a subcommittee just focused on college and career. There are also no current metrics to measure if students are career ready. Dr. Clark did say there is an existing document that lists some career readiness competencies that can be shared with the group. It is in Board Rule.

Employers want life long learners. They want their employees to gain more knowledge, advance in the company, learn new skills, etc. Employers do not want employees who are just happy with being stuck in a entry level, minimum wage job. The employees who are invested in lifelong learning are the ones who are showing up on time. They care about getting their jobs done because they have aspirations.

The WDC thinks that a metric for career readiness could be if they are on a path.

- How is that then measured? How is that data collected? This data is going to be hard to collect:
  - Survey Students
  - Survey Schools
  - Metadata

The next Task Force meeting is on July 1 in Twin Falls. Chairman Clark and Ms. Secrist will present on the work that's been done on career readiness.

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### Work-Based Learning

It would be helpful to have a common course number across the public institutions to obtain data on internships.

There is an issue that requires a lot of work surrounding apprenticeships. CSI was given money to create an associate degree program for apprenticeships. There needs to be some collaboration and joint work around apprenticeships. This is something to keep on the agenda.

### Adult Learner/Summer Melt

Are there things that the State Board and Council could be doing to keep the momentum going during the summer to help students not give up on pursuing education?

- The State Board did do some pilots with the institutions, but there was not a way to connect industry. Idaho's K-12 system loses touch with the kids. If the connection was not made before they left for the summer the likelihood of the student attending classes in the fall diminishes.

If students take dual credit in high school, they are more likely to go on. The WDC did fund an innovation grant for IDLA to create a workplace readiness course. It could be taught in every school face-to-face using the modules for curriculum or entirely online. Offering it for dual credit is something that could be explored.

The Council is considering funding regional coordinators to help with these initiatives. For the WDC to be able to scale any initiatives and create local relationships we need someone to sit between employers and education. We do want to ensure that we are not duplicating efforts with transition coordinators, and college & career advisors. Currently the Council only has Matthew Thomsen to help make these connections across the state. These regional coordinators could help alleviate some of that work load of college & career advisors and help connect employers to education/training programs.

The State Board would like to meet with the WDC again before summer ends to delve deeper into the initiatives that we can work together on.

Board Members asked what the first thing the WDC would have the Board do to be more effective?

- At the top of the WDC priorities is credit for work-based learning.
- The second priority is College and Career Advising. We know it is too early to see a return on investment, but we would like to be proactive about some of the areas of concern that were raised in the evaluation report. There is concern around the metrics and the funding model. We would like to work collaboratively with the State Board to create something that the Governor could support on this issue. The WDC has discussed supporting the professional development of the college and career advisors; especially connected to the relaunch of Next Steps.

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One of the things that the K-12 budget stability subcommittee is going to look at is the specific line items. This will be one of the items on the list. The WDC should include this in their presentation to the Task Force and possibly present at the subcommittee level.

### Next Steps:

- Set specific goals to partner on (next meeting)
- Presentation to Task Force (July 1)
- Credit for WBL (IRSA)
- WDC Funding for College & Career Counselors (work with staff)
- Report back to SBOE on Apprenticeship Discussion

### **\*Industry Sector Grant Recommendation – University of Idaho**

The University of Idaho is requesting \$419,622.50 for an industry sector grant that will help fund a co-op program for the College of Engineering. The program will train 50-60 unique students during 80 separate on-the-job training experiences over the three-year grant period. The College would hire one person to run the Co-op which would allocate about 37% of the budget towards personnel. The co-op program will be made sustainable through fees paid by students in the program. The first year of the co-op fee will be subsidized then phased out. After the grant period has ended the student will be paying \$400 to participate in the co-op.

### **WDTF Request: \$419,622.50**

#### ***Grant Review Committee Recap***

*Ms. Revier asked why are the co-op fees subsidized?*

*Those subsidizations fall off in the later years as they are building the program. They are also working on how the timing of specific courses will work for the student experience – and will use funds to pay instructors until there are enough students in the co-op program to support through regular tuition.*

*Ms. Revier asked if we would see other requests from the other colleges within UI or other institutions. Staff instructed U of I that they needed to consider this as start-up funding for the program across the entire institution and that we will want them to share their model with other institutions. However, we could see applications from other institutions like ISU, BSU, LCSC.*

*The program originated through a collaboration between Coeur d'Alene employers and University of Idaho's computer science program and is a great example of what we want to encourage. At the April meeting when this application was first reviewed the question came up as to whether the co-op program accelerated student's abilities to gain employment? No one in Idaho is doing the Co-op experience. At the last meeting the question was asked as to why students were not getting credit for the experience. Students will receive a credit for an elective prep class. They may also receive 3-6 credits for an*

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*independent study class that is taken on top of the co-op program. Then came the bigger question, can the university do anything a bit better to help students graduate school faster. The university is on board to work towards work-based learning experience that lead to credits. The Council and staff would be happy to assist with working through any barriers that they might that would further the programs ability to turn work-based learning into a college credit. The Chief Academic officer for the Office of the State Board of Education has also stated he would assist with working through this issue.*

*Mr. Wiesmore felt they did a good job of answering the questions.*

The students would not get any credit while they were working. U of I is working towards awarding them credit, but cannot fully commit until they work through their faculty governance system. They have committed to make an effort to do the hard work to move this forward.

How are we going to ensure that they are going to do this?

- Ms. Secrist and Mr. Brumfield from the State Board of Education came up with some language to consider for the contract that will help ensure that they are working towards what they had agreed to. Please see attached draft language.

We definitely want to keep them accountable by asking for progress reports and a presentation on what work they have done. This is a really great opportunity for U of I to do something new and they are leading in the state on co-ops. We would want to use this as an example to engage other institutions.

Ms. Secrist and Ms. Hoehne suggested the possibility of bringing Kettering University experts to Idaho to show how their model works. This could be open to all institutions. Then U of I would have the opportunity to meet with them for an extra day to get more insight for their project.

**Motion by Ms. Swanson to approve the grant in the amount of \$419,622.50 with language added to the contract that is substantially similar to what Ms. Secrist presented. Second by Mr. McCray.**

Is the language strong enough?

- The only way to be any stronger than this is to say the we will only fund it for one year and then fund more years based upon their progress.
- This is a significant amount of money. This is the type of initiative we want to support, but we do not want to fund it and then still come out without recognizing work-based learning for credit.

A concern was brought up about students losing financial aid or the ability to expend money from a 529 account. These students also still have the cost of living because these opportunities may not be at home. It would be a good idea to put a "claw back" clause into the contract. A progressive forfeit may be more realistic for a public institution.

How is this going to be funded 3-years from now after the grant?

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- There will be student fees that go with being in the co-op.
- It is hard to understand why they are charging fees, but not receive credit.

**The Chair asked if an amended motion with additional language imposing a progressive claw back/forfeit clause was in order. Ms. Swanson and Mr. McCray are in favor of amending the motion to approve the grant with contractual language that applies a progressive claw back/forfeit developed by the Executive Director based on meeting reasonable expectations for granting credit for work-based learning components of the co-op experience. Amended motion carried.**

### **\*2019 and 2020 Budgets**

Ms. Secrist went over the FY19 and FT20 budgets. Please see attached budgets.

We have the WIOA funds as part of an MOU with Labor that has to be updated yearly.

Because we had no history when we submitted our FY20 budget last September, we submitted a budget almost identical to the FY19 budget. Now that we have almost one full year of data we are able to predict a little better but staff still anticipate the request to not change significantly.

We may want to request more in our rent line just in case we need to move to a different office location. There is a lot of shifting going on within the State Agencies with the HP Campus coming online.

We may need to request an increase in our spending authority for FY21 for trustee benefits. The spending authority of \$7.6 million was just an estimate of what we might need in a single year. Why would we not ask for spending authority for the full amount of the training fund with the understanding that we may have a year that we need to spend more according to the economy? We will need to make sure that the Governor is on board with this decision.

### **Governor's Summit on the Future of Work – Age of Agility 2019**

The WDC and Idaho Business for Education met to start planning for the Age of Agility Conference. The official date of the event is October 8 at the Boise Centre. This venue will allow us to have a larger head count this year.

We came up with the following structure:

- Morning: Set the context for the event. Larger national speaker and then local level speaker.
- Lunch: Governor
- Afternoon: Presenting highlights from the LEADER Initiative (hard launch of LEADER) and asset map
- Close: Change Management (how does this come to practice into our state) and regional breakouts

We are looking at providing a virtual reality experience for the attendees. Mr. Thomsen is working with the Virtual Reality Council to see if we can put this together. Ms. Secrist presented the idea of asking the VR Council to start an initiative to create VR tours of industries across Idaho. This would help serve rural areas of Idaho to

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allow their students to experience different careers or see places they could work in the future. This could be launched at the Summit if we pursue this project.

### **WIOA State Plan – Public Input Process**

Ms. Secrist shared a draft schedule for the public input process. Please see attached document.

Our biggest concern is not being able to get employers to attend these sessions. We should reach out to the HR officers of the companies and make sure to engage the chambers.

### **July Council Meeting Planning**

We have received input on the strategies that were developed at the April meeting. The Committees are using their June meetings to refine their objectives. An important part of the July meeting is going to be having the chair of each Committee share what objectives they proposed to work on. This will also help us determine if we have the committee structure that we need to be effective (gap analysis). The goal is to walk out of the July meeting with a fairly final strategic plan.

Ms. Secrist shared draft mission and vision statements with the group. Please see attached document.

The Executive Committee is asked to rank the mission and vision statements they want to present to the Full Council.

There will also be a couple of policies that need to be reviewed and voted on at the meeting.

It would be a good idea to debrief the Council on the initiatives we have started working on with the State Board of Education. The Committees should be the ones that present any of the major initiatives to the Full Council that they want to pursue.

The WDC Staff is working on putting together panels for the day before the Council Meeting involving grantees.

### **Employer Needs/USDOL Apprenticeship Transition**

We had a conversation at the Executive Committee last month about the changes in USDOL with Bill Kober retiring. USDOL does intend to fill Bill Kober's position, but they are unsure of when that will happen. Right now it does not seem like there is a strong desire to move towards the State Apprenticeship Agency model unless USDOL does not provide adequate support. The discussion today is going to be around ensuring we do not lose momentum on the work that has been done on apprenticeships and how we can support employers during this time.

What is the communication out to employers of current apprenticeships? Do they know that the contact has now changed?

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- The plan until a new person is hired is to handle the day to day business out of the Wyoming and Utah offices. We need to get a contact and get that information out to the employers. Ms. Revier will reach out to the Apprenticeship Office to get contact information.

The expansion of the system will go through San Francisco. They will be involved in the process earlier on, but that also means that IDOL will need to pick up more of the work that Bill was doing to get standards ready for final approval.

Audits are not a priority for USDOL. They will have to put a process in place for the audits of the new programs. Labor will probably have a large role in that.

The Idaho Department of Labor discussed taking over the program, but since it is a federal program, if the state takes it over there are not dollars that come with it. IDOL does not have the funds to take this on. We need to find out if USDOL is going to hire another person to fill this position before any decisions are made.

Industry is interested in exploring a State Apprenticeship Agency because they want to be more in control. We can do both things in tandem of collecting facts on what it would take to have a State Apprenticeship Agency and push USDOL to fill Bill's position.

- It would be a good idea for the WDC to come up with the pros and cons, weigh them, and then decide if it should be taken to the Governor rather than coming up with an entire program outline if it is not what is best for Idaho.

AFL-CIO has some concerns about moving to a State Apprenticeship Agency and how that would affect their JATC programs. They are meeting with Montana next week to see how their State Apprenticeship Agency works.

There are other states that have been unable to fill positions like Bill's for a few years. This is a cause for concern. USDOL did say it would be a minimum of 6 months before they would be able to fill Bill's position.

There is general support for the Apprenticeship Committee to begin evaluating the pros and cons of a State Apprenticeship Agency and the possible costs of this agency and bring that forward.

Ms. Rood thinks that the Committee can have a recommendation ready by August. Completing the business case by August would allow for discussion with the Executive Committee and then if we decide to move forward bring it to the full council in October.

### **IACI Panel Presentation**

Our presentation is an overview of what we have accomplished in the past year and where we are heading. We can highlight having CareerWise as the keynote that afternoon. We have slides for the Next Steps project. Mr. McCray will have the opportunity to talk about what he learned from the Western Pathways conference.

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Ms. Solace will compress the Next Steps slides down to 2 slides for Chairman Clark to use during his presentation.

We will ask Matt Van Vleet to talk about the Our Kids, Idaho's Future Task Force on the panel.

### **Executive Order**

The changes to the Executive order are on the second page in **number 2**. We now will have 37 members on the Council. A member from State Department of Education will be appointed.

There was also a change to **number 10**. A member of Labor has been added to the Executive Committee and the Executive Committee members will be appointed by the Governor.

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

**Adjourned at 4:18 pm**