

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
Executive Director



**Deni Hoehne**  
Chair

**B. J. Swanson**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**  
317 West Main Street, Boise, Idaho 83735-0510

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, September 10, 2020

**Time:** 2:00 p.m. – 3:30 p.m.

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

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

**Guests:**

**Call to Order at 1:50 p.m.**

**Roll Call – Quorum met**

**Review Agenda**

Ms. Secrist requested an Executive Director’s report at the end of the agenda.

**Review August 13, 2020 Meeting Minutes**

**Motion by Ms. Swanson to approve the August 13, 2020 meeting minutes as written. Second by Mr. Maloney.**

**Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - August 31, 2020										
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	\$395,300	\$57,687	\$337,613	\$96,700	\$15,037	\$81,663	\$492,000	\$72,724	15%	\$419,276
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$57,687</b>	<b>\$337,613</b>	<b>\$96,700</b>	<b>\$15,037</b>	<b>\$81,663</b>	<b>\$492,000</b>	<b>\$72,724</b>	<b>15%</b>	<b>\$419,276</b>
Administrative Services & Supplies	\$6,000	\$292	\$5,708	\$1,000	\$0	\$1,000	\$7,000	\$292	4%	\$6,708
Communication Costs	\$4,000	\$574	\$3,426	\$0	\$0	\$0	\$4,000	\$574	14%	\$3,426
Computer Services & Supplies	\$26,500	\$0	\$26,500	\$0	\$0	\$0	\$26,500	\$0	0%	\$26,500
Employee Development, Memberships & Subscriptions	\$7,500	\$190	\$7,310	\$21,500	\$3,675	\$17,825	\$29,000	\$3,865	13%	\$25,135
Employee Travel Costs	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$0	0%	\$25,000
Contracts, Events, & Other Council Activities	\$528,500	\$10,372	\$518,129	\$24,300	\$0	\$24,300	\$552,800	\$10,372	2%	\$542,429
Rentals & Operating Leases	\$8,500	\$633	\$7,867	\$0	\$0	\$0	\$8,500	\$633	7%	\$7,867
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$12,060</b>	<b>\$593,940</b>	<b>\$46,800</b>	<b>\$3,675</b>	<b>\$43,125</b>	<b>\$662,800</b>	<b>\$15,735</b>	<b>2%</b>	<b>\$637,065</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$69,747</b>	<b>\$931,553</b>	<b>\$143,500</b>	<b>\$18,712</b>	<b>\$124,788</b>	<b>\$1,144,800</b>	<b>\$88,459</b>	<b>8%</b>	<b>\$1,056,341</b>

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$82,775	\$11,667,225

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WDTF Financial Summary - August 31, 2020	
WDTF Cash Balance 8-1-20	\$14,406,576
Revenue	\$735,854
Interest	\$8,536
Payments	\$76,432
WDTF Cash Balance 7-31-20	\$15,074,534
Obligated Employer Grants	\$1,715,636
Obligated Industry Sector Grants	\$2,882,980
Obligated Innovation Grants	\$175,372
*Obligated Outreach Projects & Allocated Budget	\$721,066
Short Term Financial Assistance Program	\$2,000,000
FY 20 WDTF Admin Costs	\$931,553
<b>WDTF Obligated Balance</b>	<b>\$8,426,606</b>
<b>Unobligated Balance</b>	<b>\$6,647,927</b>
Proposals Under Review	\$25,000
<b>Unobligated Balance if all funded</b>	<b>\$6,622,927</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY21.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>FY20 Totals</b>	<b>\$1,024,714</b>	<b>\$18,530</b>	<b>\$0</b>

There are a few sizable WDTF proposals under development. There will likely be one grant for review at the September Grant Review Committee meeting, but the rest are expected to be on the October meeting agenda.

The Grant Review Committee did not have any WDTF grant applications to review in August, but the Committee discussed how to encourage more grant application submissions. The Council needs to work on spreading the word on the availability of WDTF funds.

**FY22 Budget Submission**

Ms. Secrist and Ms. Ames submitted the WDC’s FY22 budget request on August 20. The total budget request is just over \$9.3 million. Last year, the WDC requested \$12.9 million; this included the one-time additional WDTF spending authority. Ms. Secrist does not think the WDC will use any of the additional spending authority granted for this fiscal year based on the drop in grant proposals and grant reimbursement requests due to Covid-19. Ms. Secrist is requesting carryover of the spending authority for FY22.

The WDC’s line item requests going before the Legislature are:

1. Spending authority and one FTE for the USDOL Youth Apprenticeship Readiness Grant.

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2. WDTF spending authority carryover.
3. Reinstate the \$3,200 shifted from the federal WIOA funds to the WDTF last fiscal year to address declining federal funds.

The WDC has until October 23 to make budget modifications. So far, Ms. Secrist and Ms. Ames have not received questions or a modification request from the Department of Financial Management or the Legislative Services Office.

Will the Legislature push back on the FTE request?

- The position will be funded from a dedicated federal source and is a limited service position. The Legislature should not have qualms with the request.

### **\*Recaptured WIOA Youth Funds – Allocation Plan**

Previously, the Executive Committee examined the WIOA projected allocations for PY20 and the funds the WDC is setting aside for the local area special projects. The WDC recaptured PY19 funds from all 3 programs (Adult and Dislocated Workers and Youth) and applied them to PY20 set-asides and SDA carry-in as directed. At the end of the process, there were no funds left in the Adult and Dislocated Worker programs, but the Youth program had just over \$455,000 left in unspent funds. The WDC has until June 30, 2021 to fully spend, not just obligate, the funds. If the funds are not spent, the funds will be returned to the Administrative Entity (Idaho Department of Labor (IDOL)) and they will then have one year to spend the funds. If IDOL is unable to spend the funds, the funds will be returned to USDOL. If the WDC can keep the amount of recaptured funds to a minimum and keep the service providers on track, the WDC will not see as much carryover in future program years.

The WIOA Youth program funds must be spent serving out of school (ages 16-24 who are not in school or working). This population is difficult to reach and serve because the youth are not typically involved with any organization or institution in large numbers.

Ms. Secrist reviewed the proposed WIOA Youth funds allocation plan. Please see attached document.

### **Discussion on Justice Involved Youth**

- Since June 1, 2020, 140 youth between the ages 18-24 came through the Idaho Department of Corrections (IDOC) One-Stop and Release Centers.
- Could the WDC invest the funds to work with youth in juvenile probation and parole? The program could intervene with individuals to prevent them going further into the corrections system.
  - Youth involved with the juvenile justice system may still be enrolled in school. They are an important population to serve, but these funds must be used for out of school youth.
  - All states are required to spend at least 75% of the youth program funding on out of school youth. Currently, the WDC is allocating 100% of the funding for out of school youth. 25% is a small amount to support in school youth. The WDC can decide to allocate up to 25% for in school youth in the future.

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- If funded, part of the research project will include connecting with probation and parole officers to get youth into the workforce system which will help us determine if we need to revisit our allocation strategy.
- This proposal presents an opportunity to create a stronger relationship between IDOL and IDOC. Being able to connect formerly incarcerated/newly released individuals to IDOL will help them successfully re-enter the workforce.

### Discussion on Researching the Idaho Out-of-School Youth Population

- Does the data the WDC intends to collect during the research phase already exist? Have other states, similar to Idaho, already conducted similar research that we could apply to Idaho's population? The Executive Committee expressed hesitation to fund the research and marketing/recruitment if the data already exists. In addition, there is a concern about spreading the funds too thinly across the three proposed projects and not providing enough support to any of them to do the project well or make an impact on the goal.
  - The proposed addition of funds for Youth in Need and Justice Involved Youth would provide a significant level of funding for the 10 remaining months of the year. Additional funds may not result in better outcomes until we analyze the effectiveness of the projects.
- National studies have been done on out of school youth. A few years ago, an organization called Opportunity Nation was quantifying how many out of school youth are in each state, but that study does not tell where those youth are and how to reach them. The out of school youth population is hard to reach. It is important to have data to make educated decisions.
- Is it efficient to contract with more than one institution to conduct similar research for each region of Idaho?
  - The WDC can explore asking Boise State's Public Policy Center to take a lead role in research design. The data could then be collected using one consistent method, but on a local level. There is an advantage to engaging the local institutions in the project to build commitment to serving this population.
- Proposals 1 and 2 could be combined and any funds not spent on research can then be spent on out-of-school youth recruitment for the next program year. If the Executive Committee wants to wait on deciding on these two program concepts, the Committee can review a revised proposal, which incorporates statewide coordination of the research, at the October meeting.

**Motion by Ms. Swanson to approve "Transitional Services for Justice Involved Youth" and "Youth in Need" projects as presented and request Ms. Secrist bring back the proposals for "Conduct research on the population to better identify how to reach them and what their needs are" and "Marketing/Recruitment" to the October meeting for discussion and approval. Second by Mr. McCray. Motion carried.**

### **\*One-Stop MOU's**

When USDOL monitored IDOL, USDOL identified that the Idaho One-Stop MOU's did not meet USDOL's requirements. USDOL said the MOU's did not reflect IDOL's new service delivery strategy and did not describe

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how services are provided and the coordination between services/agencies. Ms. Secrist worked with the One-Stop Committee and IDOL to update the One-Stop MOU's. Ms. Secrist reviewed the updated MOU. Please see attached document.

WIOA requires both statewide and local area MOUs. As each service delivery area MOU is completed, Ms. Secrist will bring those before the Committee for approval to sign.

**Motion by Mr. McCray to approve the statewide MOU as a template for the regional MOU's and authorize Ms. Secrist to sign the statewide MOU on the Council's behalf. Second by Ms. Swanson. Motion carried.**

### **October Council Meeting – Draft Agenda**

Ms. Secrist reviewed the draft October Council Meeting Agenda. Please see attached document.

If the Committee has ideas to make the Council meetings more interactive, please send them via e-mail to Ms. Secrist.

Ms. Hoehne suggested asking Talent Pipeline Management participants to talk about the program and what they have experienced so far.

After each agenda item, there should be a call to action for the Council members to encourage them to engage their networks in workforce development.

### **Age of Agility Update**

The Age of Agility conference will be a virtual event this year. The first announcement of the program was sent last week and there are already 130 registrations. Being virtual, there are no restrictions on number of attendees this year. Ms. Solace reviewed the draft Age of Agility agenda. Please see attached document.

The Youth Apprenticeship program will be announced at Age of Agility. WDC staff is working with IPTV to produce a video to introduce the Youth Apprenticeship program at the conference.

Ms. Solace requested the Committee members send the invitation out to their contacts/connections to encourage broad attendance.

Mr. McCray asked that the virtual platform used for streaming Age of Agility be reviewed for reliability. Facebook Live is not always a reliable option where broadband access/bandwidth is limited.

### **Apprenticeship Outreach Project – Next Steps**

A Scope of Work (SOW) was sent to CTE, IDOL, State Board of Education, Idaho Business for Education, State Department of Education, and AFL-CIO to solicit proposals to provide the outreach for apprenticeship programs throughout the state of Idaho. The deadline for SOW submissions is September 16.

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The Chair will appoint a committee to review the SOW submissions and select a provider. The goal is to get a contract in place by October.

How probable is it that the apprenticeship outreach position is going to be sustainable?

- Apprenticeships are a priority for the Council.
- The WDC cannot promise that after the first year the contract will be awarded to the same recipient.

What will the funding for the position be next year?

- The Council will make this decision in the Spring. The funds will come from the local area set asides.

### **Executive Director's Report**

Ms. Nielebeck will send a list of the 2021 Council meeting dates to the Committee. Please let her know if those dates are available on the calendars of the Executive Committee members.

Ms. Secrist hired the WDC's Federal Project Officer. His name is Jeffrey Bacon. He will start working virtually on September 14 and will be moving to Idaho in October. Jeffrey has federal grant management experience with STEM grants. He is very excited for the opportunity to work with the WDC.

Ms. Secrist reviewed data from the employer survey identifying short-term workforce training needs in Idaho. Please see attached presentation.

The WDC is preparing for a robust roll out of Idaho Launch. Radio ads will be run in rural areas of Idaho and some of the ads will be broadcast in Spanish. Ms. Solace is ensuring all WDC partner agencies are engaged in promoting Launch by highlighting and featuring the new website in all their outreach mechanisms. Ms. Secrist will send an update to the Council next week with the employer survey data. A presentation on Idaho Launch will be given at the October Council meeting.

**Motion by Mr. McCray to adjourn. Second by Mr. Maloney. Motion carried.**

**Adjourned at 3:30 p.m.**