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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **Grant Review Committee Meeting Minutes – April 28, 2020**

**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, Amanda Ames, Matthew Thomsen, Paige Nielebeck, Caty Solace

#### **Guests:**

**Called to order at 2:03 PM**

**Welcome**

**Roll Call** – quorum met

#### **Review Agenda**

No changes to the agenda.

#### **Review February 25, 2020 Meeting Minutes**

**Motion by Mr. Maloney to approve the February 25, 2020 meeting minutes as written. Second by Mr. Reynolds. Motion carried.**

#### **WDTF Financial Summary**

WDTF Financial Summary - March 31, 2020	
WDTF Cash Balance 3-1-20	\$14,355,093
Revenue	\$10,001
Interest	\$23,322
Payments	\$306,444
<b>WDTF Cash Balance 3-31-20</b>	<b>\$14,081,972</b>
Obligated Employer Grants	\$1,888,963
Obligated Industry Sector Grants	\$3,333,794
Obligated Innovation Grants	\$226,067
*Obligated Outreach Projects & Allocated Budget	\$745,249
FY 20 WDTF Admin Costs	\$226,097
<b>WDTF Obligated Balance</b>	<b>\$6,420,169</b>
<b>Unobligated Balance</b>	<b>\$7,661,803</b>
Proposals Under Review	\$174,750
<b>Unobligated Balance if all funded</b>	<b>\$7,487,053</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	\$14,862	\$29,469	
January	\$184,667	\$28,506	\$19,963
February	\$469,180	\$26,109	
March	\$10,001	\$23,322	
April			
May			
June			
<b>FY20 Totals</b>	<b>\$2,519,202</b>	<b>\$275,898</b>	<b>\$41,224</b>

Due to COVID-19 Idaho State University Nursing has decided to return the WDTF grant funds they were awarded. They are not going to be able to expand the program this year and may come back once the healthcare situation stabilizes.

American Semiconductor has also decided to return the awarded funds.

What happens if the \$7 million of unobligated funds goes unspent before the end of the fiscal year?

- The funds will roll over to the next year. The Workforce Development Training Fund is a dedicated fund, they do not revert to the general fund at the end of a fiscal year.

Will the Outreach Committee be requesting more from the WDTF?

- The Committee came to the conclusion that they will not need more funds for FY20. The Committee is creating a budget for FY21.

### Central Equipment – Employer Grant

Central Equipment aims to provide a solution to the heavy machinery needs in both rural and urban areas. To provide these solutions, Central Equipment needs to be able to train individuals in mechanical areas, both general and specialized. The industry is ever evolving. Central Equipment needs to train in areas of new technology, machinery, and business models. Most recently, Central Equipment hired three individuals to provide sales, service, and parts assistance. Central Equipment's new employees need to be trained in their fields as well as specialized dealers and their respective programs. Central Equipment plans to continue providing a profitable and growing work environment for current and future employees.

**WDTF Request: \$29,750**

AED is a reputable training provider. The equipment manufacturers have many training programs they require their dealers to complete. All the Central Equipment trainings have the potential for being great learning opportunities to help the company succeed.

Should item #4 in the third column on the staff analysis and table #5 have the same starting wage on them?

- Those two numbers should match. The employer wage from table #5 is the correct number.

Are the trainings Central Equipment wants in-person trainings, or is a trainer being brought in, and is there travel involved for the trainees?

- There is a mix. Central Equipment removed some of the training costs to get the grant request down to \$29,750. Originally the grant request included items like airfare, lodging, and meals, but those were ultimately removed, and the employer will be covering the cost. All of the training is external, or vendor provided.

It would have been nice to see what kind of outcomes Central Equipment is expecting to create from the training. It would be nice to see what kind of training is being offered by AED.

- If the Committee wants to see information like this, it can be added to the training plan. A section could be added to the training plan called competencies/learning outcomes.

Is the Oracle System training external training?

- Yes. It is an external vendor but is online.

How many existing employees does Central Equipment have?

- Central Equipment has 13 existing employees.

Has Central Equipment said anything about COVID-19 other than some wariness with still being able to offer in-person training due to the virus?

- Central Equipment has expressed concern about possible delays.

**Motion by Mr. Maloney to approve the Central Equipment Employer Grant in the full amount of \$29,750. Second by Mr. Cox. Motion carried.**

### **Review Committee Strategic Plan Objectives**

The Grant Review Committee created objectives for the year last spring, which were approved by the Council during their July 2019 meeting. Ms. Secrist led the committee on a progress check on the objectives and the Council's strategic plan. The Committee objectives and Council strategic plan will be revisited at the July 2020 Council meeting. Please see attached documents.

To address objective 1 "Develop tools to better evaluate grant proposals in the context of the local and state labor market. Integrate into scoring rubrics" Mr. Thomsen updated the applications in the Community Grants grant portal to include categories that address questions frequently asked by the Committee and to refine information being received from the grantees. Mr. Thomsen has also integrated the rubrics into the grant portal for online scoring. The WDC staff also started providing the Committee with staff summaries of each employer grant presented before the Committee.

Does the Committee feel that strategic objective 1, "Develop tools to better evaluate grant proposals in the context of the local and state labor market. Integrate into scoring rubrics." has been addressed over the past year?

- A lot of the data Help Wanted Online/BurningGlass provides is helpful in making informed decisions on grant applications. The WDC can continue to refine the direction Idaho is heading in respect to the demand for talent and connections taking place in emerging markets and new technology while also continuing to support more mature markets.
  - Ms. Secrist met with the Idaho Department of Commerce to discuss possibly using Dunn and Bradstreet reports as another analysis tool. Commerce is exploring if the WDC could added to the licenses they hold.
- Objective 1 is something that should be kept as an annual goal for the Grant Review Committee. The Committee should always be using best practices and strong data to evaluate grants.
- Does the USDOL youth apprenticeship grant the WDC just applied for contribute to accomplishing Objective 1?
  - Not from the standpoint of evaluating grants. There is a possibility a sector grant application will come from Idaho Business for Education (IBE) for youth apprenticeships in the future.
- Could the WDC staff occasionally review with the Committee how to use and interpret the data being presented in the evaluation of grant applications? The Committee only sees the data once a month and it's likely that we will need refreshers on using it.
- The Committee has improved a lot of processes over the past year and is making great progress on this objective.

To address objective 2, the Council has discussed transitioning to a more proactive investment strategy and staff feel that that the Talent Pipeline Management (TPM) project being done in conjunction with the US Chamber of Commerce and IACI will address this strategy. Thirty individuals will be trained on how to implement TPM across Idaho and increase the communication between employers and education. The trainings will begin in July. A few of the 30 individuals will receive training to become trainers for the TPM program and spread the program across the state.

Does the Committee feel that objective 2, “Develop interactive tools to project future workforce needs around skills and occupations and design an investment strategy that is future focused.” has been addressed?

- The Committee feels that the TPM program is going to address objective 2.
- There are many different types of jobs that people need to be prepared for. For example, there is projected to be a high demand for employees in trade jobs in eastern Idaho that need to be filled in the near future.
  - The WDC is working with the nuclear industry and INL on a large workforce survey. INL has 9 distinct construction projects under consideration. If the 9 projects proceed, by 2024 INL will need over 5,000 construction workers at the site. The WDC is working with INL project owners and community leaders to conduct a workforce study. The WDC will be working with the Department of Labor to conduct the study and create a model that can be applied to any industry and replicated across Idaho.

Will TPM continue as normal with COVID-19?

- The June meeting will be virtual, and the rest of the training program will be in-person starting in July.

**Motion by Mr. Larsen to adjourn. Second by Mr. Reynolds. Motion carried.**  
**Meeting adjourned at 3:05 PM**