

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: Tuesday, February 13, 2020

Time: 2:00 p.m. – 3:30 pm

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

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

Guests:

Call to Order at 2:09 pm

Roll Call – quorum met

Review Agenda

Ms. Secrist requested that the IBE Grant recommendation be moved to the top of the agenda. There was no objection to the change in the agenda.

Idaho Business for Education – Innovation Grant

The purpose of this grant is twofold:

1. Based on research, evaluate best practices and models from other states and organizations in order to identify a youth apprenticeship model which can be developed and implemented statewide to build a bridge between high school students and Idaho businesses to strengthen Idaho's workforce and economy. In addition to the recommendation of an organizational model, a toolkit will be developed by adapting resources that other states and organizations have developed to support their initiatives.
2. To create at least 12 apprenticeships for students of the Dennis Technical Education Center (DTEC) for summer 2020 as a pilot to identify, in real-time, the opportunities, barriers and gaps that the model needs to address.

WDTF Request: \$25,000

All the DTEC students are under 18. Employers have concerns and some resistance to placing students under the age of 18 in their businesses; this will have to be a focus of the research.

Motion by Ms. Swanson to approve the Idaho Business for Education Innovation Grant in the full amount of \$25,000. Second by Ms. Hoehne.

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Will this program expand to LCSC and NIC students? The organizational model that IBE is researching will be to expand the program statewide.

Mr. Young noted that Young Construction is a member of IBE, but there is no direct benefit to his company from this grant.

Motion carried.

Review January 7, 2020 Meeting Minutes

Motion by Ms. Hoehne to approve the January 7, 2020 meeting minutes as written. Second by Ms. Swanson.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - January 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	\$390,100	\$215,354	\$174,746	\$95,400	\$53,189	\$42,211	\$485,500	\$268,542	55%	\$216,958
PERSONNEL	\$390,100	\$215,354	\$174,746	\$95,400	\$53,189	\$42,211	\$485,500	\$268,542	55%	\$216,958
Administrative Services & Supplies	\$6,000	\$2,051	\$3,949	\$1,000	\$566	\$434	\$7,000	\$2,617	37%	\$4,383
Communication Costs	\$3,500	\$2,256	\$1,244	\$0	\$0	\$0	\$3,500	\$2,256	64%	\$1,244
Computer Services & Supplies	\$20,850	\$13,084	\$7,766	\$0	\$0	\$0	\$20,850	\$13,084	63%	\$7,766
Employee Development, Memberships & Subscriptions	\$7,500	\$774	\$6,726	\$19,450	\$13,516	\$5,934	\$26,950	\$14,290	53%	\$12,660
Employee Travel Costs	\$30,000	\$5,455	\$24,545	\$7,000	\$8,456	-\$1,456	\$37,000	\$13,912	38%	\$23,088
Contracts, Events, & Other Council Activities	\$279,750	\$177,527	\$102,223	\$22,550	\$24,775	-\$2,225	\$302,300	\$202,302	67%	\$99,998
Rentals & Operating Leases	\$4,500	\$5,287	-\$787	\$0	\$0	\$0	\$4,500	\$5,287	117%	-\$787
OPERATING	\$352,100	\$206,436	\$145,664	\$50,000	\$47,313	\$2,687	\$402,100	\$253,749	63%	\$148,351
Grand Total	\$742,200	\$421,789	\$320,411	\$145,400	\$100,502	\$44,898	\$887,600	\$522,291	59%	\$365,309

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$3,720,930	\$3,963,570

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WDTF Financial Summary - January 31, 2020	
WDTF Cash Balance 1-1-20	\$15,078,113
Revenue	\$184,667
Interest	\$28,506
Payments	\$658,916
WDTF Cash Balance 1-31-20	\$14,632,369
Obligated Employer Grants	\$2,221,935
Obligated Industry Sector Grants	\$3,895,778
Obligated Innovation Grants	\$214,567
*Obligated Outreach Projects & Allocated Budget	\$904,179
FY 20 WDTF Admin Costs	\$320,411
WDTF Obligated Balance	\$7,556,870
Unobligated Balance	\$7,075,499
Proposals Under Review	\$25,000
Unobligated Balance if all funded	\$7,050,499

*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			
March			
April			
May			
June			
FY20 Totals	\$2,040,021	\$226,467	\$41,224

Ms. Secrist is working with Representative Syme to finalize the FY21 budget for the Council. It is scheduled to be set by JFAC tomorrow morning. Most likely the budget will not include a supplemental for FY20 and the increased spending authority for FY21 will be for only one year.

Executive Director Update

US Department of Labor Monitoring

USDOL conducted an exit interview with IDOL and the WDC. USDOL is going to issue at least two findings as described below:

1. WIOA funds are not being distributed according to the formula required by WIOA. In the past, Idaho has distributed funds to the six service delivery areas according to the WIOA formula. Idaho is required to distribute to the two local areas first and can then further distribute to service delivery areas. A policy will need to be developed by the WDC on how WIOA funds are distributed. In addition, USDOL has

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raised concerns about whether funds are able to be considered obligated when IDOL is signing the agreements to obligate them to themselves.

2. The Infrastructure Cost Sharing Agreements have not been signed. No other state or local area has their agreements signed either. Adjusting the allocation formula so that partners can sign the Infrastructure Cost Sharing Agreements is in progress.

WIOA State Plan Review

The final draft of the WIOA State plan is almost complete. The plan will go out for public comment on March 2. The plan needs to be submitted to the US Department of Labor by April 1. The One-Stop Committee will be making a recommendation to the Executive Committee in March to adopt the plan.

The Executive Committee requested that Ms. Donnellan, the chair of the One-Stop Committee, attend the March Executive Committee meeting to give a short presentation on the WIOA State Plan.

Additional WIOA Policies

In addition to creating a new policy on how WIOA funds are distributed and reallocated, the Council may need to update other policies on local area designation. The One-Stop Committee will be developing/updating the policies. All the policies will be presented at the April Council meeting.

April Meeting

Ms. Secrist and Ms. Solace presented an idea to take the Council members on a tour of the Idaho State Correctional Center to see the education programs offered to inmates. The idea behind a tour of the prison is to learn more about the results of a Lumina Foundation grant that the WDC, CTE, and Department of Corrections are partnering on. The grant centers around involving/connecting those who have been incarcerated with postsecondary education so that they are employable upon release. Ms. Solace is looking for feedback from the Council on employer perceptions of previously incarcerated individuals.

Committee members expressed interest in doing something like a tour of, or presentation about a project the Council is already heavily involved in. This could expand the Council members' understanding of the impact of the projects the Council is involved in. Council members could benefit from learning more about the work the Council is doing is making an impact in Idaho.

Ms. Hoehne suggested using a panel format at the full Council meetings of employers and workforce development program participants to give insight on how the workforce programs are working.

IACI – Talent Pipeline Management Selections

Mr. Labeau has asked the WDC to nominate individuals to participate in the Talent Pipeline Management Program. Mr. Labeau has written a job description that outlines the qualifications the individuals would ideally have. Mr. Labeau and Ms. Secrist are working on a document that would describe the time commitment expectations for individuals participating in the program. He also reached out to the technical colleges and CTE. Ms. Secrist provided the following list of individuals/entities who could be trainees:

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- Matthew Thomsen – WDC
- North Idaho – Vicki Isakson (if NIC does not nominate her) or a representative of JobsPlus
- North Central Idaho – a representative from the Clearwater Economic Development Association, Valley Vision, or Chris St. Germaine from Clearwater County
- Southwestern Idaho – Christi Rood-Gilchrist (has already been nominated by CWI) and perhaps the Hispanic Chamber (see if Diane Bevins is still there)
- South Central Idaho – CSI (they will make a nomination)
- Pocatello Area – Bannock Development (they are currently going through leadership changes)
- Eastern Idaho - Someone from INL and the Regional Economic Development for Eastern Idaho organization

Does the Committee have any other ideas of groups/individuals to participate in the training?

- Idaho Community Foundation – Workforce training is one of their top priorities.

July Council Meeting – Cost Comparison

	July 2019 Meeting (Pocatello)	January 2020 Meeting	July 2020 Meeting ends at 3:00	July 2020 Meeting (leave 7/16)
Hotel	\$ 4,257.00	\$ 1,884.33	\$ 3,536.00	\$ 6,656.00
Catering	\$ 1,283.27	\$ 2,234.92	\$ 1,470.00	\$ 1,470.00
Meeting Space	\$ -	\$ 885.50	\$ 600.00	\$ 600.00
AV	\$ -	\$ 1,632.55	\$ 1,500.00	\$ 1,500.00
Council Member Travel Costs (airfare, mileage, per diem, etc.)	\$ 5,465.49	\$ 2,789.92	\$ 13,807.54	\$ 14,426.94
Council Staff Travel Costs (airfare, mileage, per diem, etc.)	\$ 1,471.67	\$ -	\$ 2,157.66	\$ 2,231.16
Misc Meeting Costs (supplies, etc.)	\$ 368.74	\$ 187.82	\$ 250.00	\$ 250.00
Total	\$ 12,846.17	\$ 9,615.04	\$ 23,321.20	\$ 27,134.10
<i>*Note: Teacher Extern travel cost is included.</i>				

After reviewing the estimated costs of having a Council meeting in the Coeur d’Alene area, the Committee agreed that the cost would be higher than they feel is appropriate for spending on a Council meeting.

The Committee requested that Ms. Nielebeck look into the cost of hosting a council meeting in North Idaho in April of 2021. Since the Council represents the entire state it is important to host meetings outside of the Boise area.

Teacher Externship Program Update

Forty-two educators across the state have applied to participate in the Teacher Externship Program this summer. 34 businesses are currently signed up. The WDC has provided the STEM Action Center \$50,000, the STEM Action Center has contributed \$50,000, and employers are providing \$40,000 in cost sharing. If all the educators are placed in an externship, there would be an almost \$30,000 gap in funding. The STEM Action Center will be submitting an outreach project application to the Outreach Committee requesting additional funds for the Teacher Externship program.

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The Teacher Externship program is going to be a long-term project for the STEM Action Center and the WDC because it is part of the LEADER initiative. The program is starting to become self-sustaining. Employers are willing to contribute \$40,000 this year in cost sharing. In the future, the Outreach Committee may incorporate the Teacher Externship program into the outreach budget outside of the pool of funds being used for outreach projects.

Mr. Thomsen and the STEM Action Center matched teacher applicants to the externship opportunities from employers. The next step is for the STEM Action Center to get recommendations from the teachers' principals to ensure they would be a good fit for the employers and the program.

Have there been discussion about a long-term vision for the Teacher Externship program and whether or not the STEM Action Center is the appropriate entity to house the program?

- If the Council decided that outreach funding should be dedicated to the program for the long term, then the Council and the STEM Action Center should have a discussion on who would take ownership of the program. The STEM Action Center was asked to put together planning documents (sustainability, ongoing communications plan, etc.) in their outreach project application to the Outreach Committee.
- A 5-year plan needs to be developed for the Teacher Externship program.

Can teachers get credit towards certifications for participating in an externship?

- CTE is looking at how teachers can use the hours worked towards their CTE certification requirements. Teachers are already able to use the externship to get professional development credit.

Motion by Ms. Swanson to adjourn. Second by Ms. Hoehne.

Adjourned at 3:35 pm