

**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, August 13, 2020

**Time:** 2:00 p.m. – 3:30 p.m.

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

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

**Guests:**

**Call to Order at 2:03 p.m.**

**Roll Call – Quorum Met**

**Review Agenda**

**Motion by Ms. Swanson to proceed with the agenda as posted. Second by Mr. Young. Motion carried.**

**Review July 9, 2020 Meeting Minutes**

**Motion by Mr. Young to approve the July 9, 2020 meeting minutes as written. Second by Ms. Swanson.**

**Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - July 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	\$28,153	\$367,147	\$96,700	\$8,072	\$88,628	\$492,000	\$36,225	7%	\$455,775
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$28,153</b>	<b>\$367,147</b>	<b>\$96,700</b>	<b>\$8,072</b>	<b>\$88,628</b>	<b>\$492,000</b>	<b>\$36,225</b>	<b>7%</b>	<b>\$455,775</b>
Administrative Services & Supplies	\$6,000	\$5	\$5,995	\$1,000	\$0	\$1,000	\$7,000	\$5	0%	\$6,995
Communication Costs	\$4,000	\$424	\$3,576	\$0	\$0	\$0	\$4,000	\$424	11%	\$3,576
Computer Services & Supplies	\$26,500	\$0	\$26,500	\$0	\$0	\$0	\$26,500	\$0	0%	\$26,500
Employee Development, Memberships & Subscriptions	\$7,500	\$15	\$7,485	\$21,500	\$3,675	\$17,825	\$29,000	\$3,690	13%	\$25,310
Employee Travel Costs	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$0	0%	\$25,000
Contracts, Events, & Other Council Activities	\$528,500	\$8,244	\$520,256	\$24,300	\$0	\$24,300	\$552,800	\$8,244	1%	\$644,556
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>\$9,321</b>	<b>\$596,679</b>	<b>\$46,800</b>	<b>\$3,675</b>	<b>\$43,125</b>	<b>\$652,800</b>	<b>\$12,996</b>	<b>2%</b>	<b>\$639,804</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$37,474</b>	<b>\$963,826</b>	<b>\$143,500</b>	<b>\$11,747</b>	<b>\$131,753</b>	<b>\$1,144,800</b>	<b>\$49,221</b>	<b>4%</b>	<b>\$1,095,579</b>

  

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursement)	\$11,750,000	\$38,042	\$11,711,958

**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

WDTF Financial Summary - July 31, 2020	
WDTF Cash Balance 7-1-20	\$14,183,075
Revenue	\$288,860
Interest	\$9,995
Payments	\$75,353
<b>WDTF Cash Balance 7-31-20</b>	<b>\$14,406,576</b>
Obligated Employer Grants	\$1,793,083
Obligated Industry Sector Grants	\$2,707,740
Obligated Innovation Grants	\$175,372
*Obligated Outreach Projects & Allocated Budget	\$621,137
Short Term Financial Assistance Program	\$2,000,000
FY 20 WDTF Admin Costs	\$963,900
<b>WDTF Obligated Balance</b>	<b>\$8,261,231</b>
<b>Unobligated Balance</b>	<b>\$6,145,345</b>
Proposals Under Review	\$234,514
<b>Unobligated Balance if all funded</b>	<b>\$5,910,832</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			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>FY20 Totals</b>	<b>\$288,860</b>	<b>\$9,995</b>	<b>\$0</b>

**\*FY22 Budget Request**

The WDC will submit the FY22 budget request on August 28. Ms. Ames is preparing the budget forms. The WDC's personnel budget will be adjusted due to the cost of benefits. No significant changes are being proposed to the operating budgets. Ms. Secrist reviewed the FY22 budget request. Please see attached document.

\$250,000 was moved from trustee benefits into the WDC's operating budget to cover Next Steps expenses for FY21. The funds eventually need to be shifted permanently to the WDC operating budget, but DFM may want to wait another year.

The WDC needs to hire a project officer for the USDOL Youth Apprenticeship grant. Currently, the WDC does not have the authority to hire an additional staff member. For FY21, Ms. Secrist reached out to temp agencies to fill the position. Ms. Secrist will then request in the FY22 budget to hire an additional staff member along with additional authority to spend the Youth Apprenticeship Grant funds. The project officer position will expire at the end of the 4-year grant period.

**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

Ms. Secrist is requesting permission to carry over into FY22 any of the \$11,750,000 in trustee benefits leftover at the end of this fiscal year.

**Motion by Mr. Young to approve the WDC FY22 budget request as presented. Second by Ms. Hoehne. Motion carried.**

### **\*Reimagine Workforce Preparation Grant Request**

The US Department of Education, Office of Career & Technical Education opened a “reimagining workforce development” grant opportunity. States can apply for grants under 2 different priorities. The first focuses on innovative practices with a priority on online programs and the second is an education based small business incubator/entrepreneurship initiative. The WDC is the only agency that can apply for the funding and Idaho can only apply for one priority focus. Grants are prioritized to the states with the highest COVID-19 burden. Of the 100 possible points, states with the highest COVID-19 burdens would score 40 on the COVID-19 burden scale, and Idaho is only guaranteed 8 of those points. Ms. Secrist met with each of the educational institutions to discuss the grant opportunity. All the institutions identified that they need additional equipment to meet COVID-19 social distancing requirements. NIC, UI, LCSC and BSU indicated they are also very interested in applying for the education-based small business incubator grant. These institutions are willing to provide a grant writer to create the proposal.

Ms. Secrist reviewed the executive summary of the grant request. Please see attached document.

The nation is heavily engaged in discussions about students returning to school during the COVID-19 pandemic. Online education is being heavily criticized during the discussion. In Ms. Secrist’s discussions with the Idaho universities, was there concern that technological delivery of workforce training is being criticized to the point where the public might not accept it?

- Staff are aware of a different perspective. Strada Education has conducted consumer surveys around higher education since the start of the pandemic. Their surveys show that consumers planning to engage in postsecondary education for the next 9-18 months are looking at online education options. The consumer perception of online education and the institutions perception of online education may be unbalanced. Ms. Secrist did not discuss this topic with the Idaho universities, but the universities are excited to be able to help all Idahoans.

Have the universities consulted with the Idaho Technology Council and companies who work with entrepreneurs to provide angel investing?

- NIC reached out to Jay Larsen at the Idaho Technology Council (ITC). Ms. Secrist has not heard if ITC has responded.

Will existing small businesses be eligible to participate in the program?

- There is nothing in the grant criteria that states only new entrepreneurs can participate.
- Ms. Secrist will work with the group to think of ways to support all small businesses in Idaho.

**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

- Idaho's greatest return on investment is investing in companies who have been in business for a few years and have passed the timeline where small businesses tend to fail.

The group anticipates applying for about \$20m but has not decided on a final number.

On page one of the proposal, the second bullet under "serving entrepreneurs in four distinct ways", uses the term "technology-based" startups. Technology is a tool used in all industries. This project needs to include all Idaho businesses. Ms. Secrist will provide this feedback to the group.

**Motion by Ms. Swanson to recommend the submission of a Reimagine Workforce Preparation Grant Request up to \$20 million with the changes to support all Idaho small businesses." Second by Mr. Young. Motion carried.**

### **\*Apprenticeship Outreach Procurement**

Ms. Solace developed a scope of work for the \$80,000 of WIOA funding to be used for apprenticeship outreach. Ms. Solace is working with Division of Purchasing to determine how to put an entity in place as soon as possible to start providing services. Currently, due to Covid-19's impact on their workforce and processes, the Division of Purchasing does not have capacity to support doing an RFP process or invitation to negotiate. Therefore, Purchasing exempted the WDC from having to do an RFP or invitation to negotiate for the first year of the contract. The WDC will move forward to get a contract in place with the understanding that Purchasing will assist the WDC with a procurement next spring for a new contract. Ms. Solace and Ms. Secrist identified four or five entities that could support the apprenticeship outreach: Idaho Department of Labor, Idaho Career & Technical Education, Idaho Business for Education, Idaho AFL-CIO, and The State Board of Education/State Department of Education. Ms. Solace suggested sending a notice to the listed entities requesting they go through an informal RFP process and propose how they would support apprenticeship outreach in Idaho. A small team would review the proposals and select which entity would be awarded the contract this year with the understanding the contract will go out for procurement in the spring of 2021.

**Mr. Maloney recuses himself from the discussion due to AFL-CIO's interest in the apprenticeship outreach contract.**

Ms. Secrist reviewed the apprenticeship outreach scope of work. Please see attached document.

The entity the WDC contracts with has to have connections to schools and employers. Students need to be connected to resources that can get them into apprenticeships.

How can the WDC solicit responses from organizations who have a statewide capacity for this project?

- Ms. Secrist will write a letter introducing the opportunity, the scope of work, and how to apply if the organization has the capacity. The WDC will send the letter to the listed entities above and post it on the WDC website for public notice.

**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

**Motion by Ms. Swanson to approve the Apprenticeship Outreach Scope of Work, distribute an informal request for proposals from the above listed organizations and on the WDC website, and go through an informal RFP process to select a service provider. Second by Mr. Young.**

**Motion carried.**

### **Regional Outreach Support**

At the last council meeting, the Council discussed the challenges of getting the WDC's message out across Idaho. The Outreach Committee recognizes they have a lot of work yet to do. Next Steps is rolling out and is a platform for all Idahoans to access information on careers, education, etc. Idaho LEADER is working to connect industry with education. Idaho Launch will go live soon and will connect individuals to training. The WDC has many programs in the works/being launched soon, but the Council is not satisfied that Idahoans know how to easily access available workforce resources. Ms. Solace and Mr. Young created a proposal of how the WDC can meet the outreach goals set forth in the Workforce Development Task Force Report and Executive Order. Mr. Young reviewed the proposal. Please see attached document.

It is important for Council members advocate for the work of the WDC, but the list presented by Mr. Young is too much for volunteers to accomplish. It is enough work for a fulltime job.

The list Mr. Young presented is everything that needs to be done for Idahoans to fully utilize the career, education, and training tools available. It is important that the WDC is not duplicating the work of our partners and that the WDC's outreach fits seamlessly with their work. The WDC can work with partners to utilize some of the people they have across Idaho to help us do outreach. The Outreach Committee will dial in on how outreach needs are being addressed by other entities and how to meet the WDC's outreach goals. The WDC could issue an RFP for limited time position to do outreach in each region. If the Executive Committee is in support of this idea, the Outreach Committee will develop proposal for the Council and then, if approved, an RFP. The Economic Development Agencies, institutions, etc. would be targeted to receive and respond to the RFP.

The Executive Committee is in full support of the Outreach Committee moving forward with this project.

### **WDTF Apprenticeship Reimbursement**

The Council discussed apprenticeships at length at the July Council meeting and creating an opportunity to streamline the WDTF reimbursement process for registered apprenticeships. The Policy Committee is willing to work on creating a program under the WDTF to directly reimburse grant requests for apprenticeships. The Executive Committee is supportive of the Policy Committee creating a proposal for this program.

### **2021-2025 Strategic & Performance Plan**

The WDC has to submit a 2021-2025 Strategic & Performance plan with the FY22 budget. Over the past two years the performance measures have been changed. Right now, the performance measures are split into old and new performance measures. The old performance measures will be removed from the new performance plan. Ms. Secrist reviewed the new measures. Please see attached document.

**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

If the Executive Committee has ideas on measures to add to the performance plan, send them to Ms. Secrist.

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

The employer survey for short-term workforce training needs has more than 800 respondents so far. A few more responses are needed from businesses in aerospace, forest products, and marketing/communications. There is good geographic distribution of survey responses.

Mr. Clark's term as the WDC chair expires on September 1. Mr. Clark accepted a position with an entity where he will no longer be able to function as the chair of the council. The Governor's Office has decided to let Mr. Clark's term expire on September 1. Today is Mr. Clark's last meeting with the WDC. He will continue working on workforce issues in his new role. Ms. Swanson will step up as acting chair until the Governor appoints a new chair.

**Motion by Ms. Swanson to adjourn. Second by Mr. Young. Motion carried.**  
**Adjourned at 3:38 p.m.**

*Due to time constraints, Ms. Secrist provided the following updates via e-mail.*

- The WDC and IBE is moving forward with plans for a hybrid Age of Agility/Governor's Summit and Council meeting on October 7 and 8. For Age of Agility, the speakers and a small group of participants will be in Idaho Public Television's studio in Boise. 4-6 Zoom Rooms will be available to 15-20 participants located throughout the state. The remainder of the participants will view by livestream and we will have moderators in place for the chat. The WDC staff will have a draft agenda for the Committee in September.*
- The WDC's contract is in place with IBE for the Youth Apprenticeship Grant. IBE has hired Maureen O'Toole as their VP of Apprenticeship. Ms. Secrist is starting to get resumes for the project officer position. The goal is to have someone in place by September 1.*
- Ms. Secrist is starting work on the WIOA Adult and Dislocated Worker Statements of Work to launch the procurements process in October.*