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GOVERNOR



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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **Grant Review Committee Meeting Minutes – January 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, Paige Nielebeck, Matthew Thomsen

**Guests:**

**Called to order at 2:01 PM**

**Welcome**

**Roll Call** – Quorum met.

**Review Agenda** – No changes to the agenda.

**Review December 16, 2019 Meeting Minutes**

**Motion by Mayor Widmyer to approve the December 16, 2019 Meeting Minutes as written. Second by Mr. Cox. Motion carried.**

**WDTF Financial Summary**

<b>WDTF Financial Summary - December 31, 2019</b>	
WDTF Cash Balance 12-1-19	\$16,972,589
Revenue	\$14,862
Interest	\$29,469
Payments	\$1,938,808
<b>WDTF Cash Balance 12-31-19</b>	<b>\$15,078,113</b>
Obligated Employer Grants	\$2,415,322
Obligated Industry Sector Grants	\$4,470,829
Obligated Innovation Grants	\$214,567
*Obligated Outreach Projects & Allocated Budget	\$914,164
FY 20 WDTF Admin Costs	\$388,199
<b>WDTF Obligated Balance</b>	<b>\$8,403,081</b>
<b>Unobligated Balance</b>	<b>\$6,675,032</b>
Proposals Under Review	\$363,334
<b>Unobligated Balance if all funded</b>	<b>\$6,311,698</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			
February			
March			
April			
May			
June			
<b>FY20 Totals</b>	<b>\$1,855,354</b>	<b>\$197,961</b>	<b>\$21,261</b>

### 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

Idaho Business for Education (IBE) proposes to research how to implement and scale a Youth Apprenticeship program for Idaho. There are many models in various states IBE will review, as well as efforts by several Idaho schools that are working to create youth apprenticeship programs.

The deliverables for the IBE grant are as follows:

- Placing 12 youth in apprenticeships from DTEC.
- Creating a toolkit of resources and materials (the WDC staff already has access to CareerWise's materials) for Idaho youth apprenticeships.
- Looking at other state youth apprenticeship organizational models (Colorado, South Carolina, Washington, etc.) to recommend a model that will work best in Idaho

Colorado has set a goal of placing 20,000 apprentices by 2027. If Idaho aspires to reach goals like Colorado in the future, then a youth apprenticeship infrastructure needs to be put in place.

The project budget is \$35,000. An IBE member is providing in-kind match by helping place the 12 apprentices from DTEC. The IBE member will make note of any barriers or difficulties when helping place the apprentices. \$18,000 of the grant funds will go towards the research on youth apprenticeship programs.

What information does the WDC staff have on the SandBox group?

- The SandBox group is a consulting organization run by Dan Long and Maureen O'Toole. Mr. Long is already working with Mr. Kelly at DTEC to help place the 12 apprentices. Ms. O'Toole previously worked with the STEM Action Center to establish their Foundation. She will be a great resource in determining which youth apprenticeship model will work best for Idaho.
- IBE will be working closely with the WDC staff on the project since the staff already has connections in other states and resources IBE can leverage.

**Motion by Mr. Larsen to approve the Idaho Business for Education innovation grant in the full amount of \$25,000. Second by Mr. Touchstone.**

From the application it appears that IBE may come back for additional funding once the research process is complete. In terms of sustainability, will IBE be submitting another application?

- It is possible that IBE will submit another application. Ms. Secrist asked IBE to include in the grant application that they may come back for more funds. Depending on the youth apprenticeship model that is selected for Idaho, an industry sector grant may be a good fit to launch the model.
- If IBE decides they aren't the right fit to launch the youth apprenticeship program would the Council take the results of the research and use it to find another owner of the program?
  - Yes, the Council retains all rights to the intellectual property of a grant. Ideally, the Council will work collaboratively with IBE on the next steps after the research is completed. However, all of the work product could be used by the Council to find another program owner.

It will be interesting to find out how CareerWise is working across different industry sectors because certain sectors have different attitudes about youth apprenticeships.

- At the PAYA conference Mr. Thomsen and Mr. Kelly attended, it was discussed how different apprenticeship models fit into different types of industry sectors. If a sector is not interested in an apprenticeship program, then maybe a co-op or internships would be a better fit.

**Motion carried.**

#### **Report on Policy Committee Discussion Regarding WDTF**

Ms. Secrist reviewed the notes from the Council discussion at the January Council meeting. Please see attached presentation.

The Policy Committee decided that the action item “Develop a program to support training (at the individual’s level) that is not eligible for federal financial aid” is the most important. The WDC staff is looking at the statute of what we are able to use funding on and if we are able to do that or not. The specific example was to provide support for training and education that did not qualify for Pell grant assistance. The federal financial aid is for individuals. Pell grant eligibility is based on the length of the training.

Please see attached slides.

In the future we may have a joint meeting for both committees to discuss issues.

### **Staff Analysis Template for Grant Review**

At the last Grant Review Committee meeting, Mayor Widmyer suggested that Council staff provide an analysis of grant applications and present those to the Committee. The staff wants to make sure that the Committee is empowered to make the grant funding decisions. The staff would be happy to provide a template of information for each type of grant that would be standardized for each grant application review.

Does the Committee want that level of staff input in the discussion?

- It is helpful to hear their opinions because they are closely involved with the projects. It is nice to see their point of view.
- It can help the Committee make more informed decisions.
- It is important to see this as a review rather than a recommendation.
- It is helpful to get the historical background about a project from the staff.
- It is important that we keep in mind that the reason the Council exists is because in the past, agencies were making grant decisions and stakeholders felt that it was not the best way to award grants. The staff should not be making approval recommendations to the Committee. It is up to the Committee to make that recommendation. The staff is expected to keep the Committee from making decisions that might harm or discredit the Council.

Ms. Secrist will take the feedback and have a discussion with Ms. Hoehne to create something to propose something to the full Committee.

### **Community Grants**

It has been a year since the Committee has started using Community Grant software to review grant applications. Ms. Secrist has found a few tips for using the Community Grants system and shared them with the Committee.

The WDC staff is working to clean up the review tab in the portal. The goal is after each Grant Review Committee meeting the reviewed applications will disappear. This will help clean up some of the clutter.

If a committee member clicks the edit icon next to an application, then the member can click through the application section by section. Another way to look through applications, less the attachments, is for a committee member to click the print button. Clicking the print button will create a PDF of the application. This will display the application in one continuous document. The WDC staff is going to look for a way for the system to open the PDF in a new window rather than forcing the document to be downloaded to the computer.

What does the “in-progress” status mean next to an application?

- If a committee member has not started reviewing an application the status will say “not started”. “In-progress” means that the member has opened the application and started to review it. The status will show “completed” when the application has been reviewed, scored, and saved by the committee member. We do not currently use the Community Grant software for scoring grants.

Can the WDC staff tell if a committee member has started the application review process?

- Yes. The staff can see when the committee member started the review process and is accessing the application.

The next step for using Community Grant is to take the grant rubrics for innovation and industry sector grants and align them to the questions in the grant applications and enable the committee members to score the applications. Implementing these changes would give the Committee a system that will house all the grant information. This would facilitate record retrieval (such as if the Council received a public records request) because the information would all be in one place.

**Motion by Mr. Greene to adjourn. Second by Mr. Touchstone. Motion carried.  
Meeting adjourned at 3:13 PM**