

**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, April 7, 2020

**Time:** 3:30 p.m. – 5:00 p.m.

**Council Committee Members:** Trent Clark, 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 3:30 PM**

**Roll Call – Quorum Met**

**Review Agenda**

Ms. Secrist requested moving the WIOA Policies above the Executive Director Update.

**Unanimous consent to make the change to the agenda.**

**Review March 12, 2020 Meeting Minutes**

**Motion by Ms. Swanson to approve the March 12, 2020 meeting minutes as written. Second by Mr. Young.**

**Motion carried.**

**WIOA Policies**

Most of the policies the Committee is looking at today are the work of the One-Stop Committee. The ETP Policy was created by the Policy Committee. Some of the policies under review are new policies and a few are updates of existing policies.

**Designation of Local Workforce Development Areas**

Ms. Secrist reviewed the Designation of Local Workforce Development Areas policy. Please see attached documents. Changes to this policy primarily reflect alignment to WIOA final rules and the appeals process now that the WDC is no longer under the Idaho Department of Labor. In addition, a requirement was removed from the Designation of Additional Local Areas to ensure that local government(s) can request to become a new local area. The policy had stated that the new local area could not divert federal resources from existing local areas – which would effectively eliminate any requests and would not likely stand up to a challenge. This requirement was not in alignment with WIOA.

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There is a typo on page 2 of the document. The document says "no more than thirty (45)." The document should say forty-five instead of thirty.

Is the Designation of Local Workforce Development Areas policy coming to the Executive Committee after going through the Policy Committee?

- The Designation of Local Workforce Development policy came from the One-Stop Committee. One-Stop handles most of the WIOA policies other than the ETP Policy.
- Do the policies need to go before the full Council?
  - The policies presented at this meeting need to be put into place now. These policies originally were set to go in front of the full Council at the April meeting, but due to COVID-19 the policies are being brought before the Executive Committee.
  - The policies will be placed on a consent agenda on the July Council meeting agenda in case any member wishes to bring them up for discussion.
  - During the July meeting Ms. Secrist can give a broad overview of how the policies all work together. It will make the policies more meaningful to the Council in July.

**Motion by Mr. Young to approve the Designation of Workforce Development Areas Policy under WIOA with the edit on page 2 and dated April 7, 2020. Second by Ms. Swanson. Motion carried.**

### **Appointment & Certification of Local Workforce Development Boards Policy**

Ms. Secrist reviewed the Appointment & Certification of Local Workforce Development Boards Policy. Please see attached document. All changes better align the policy to WIOA

There were changes to WIOA sections going from the NPRM to the final rule that may affect the Appointment & Certification of Local Workforce Development Boards Policy and the references to the WIOA section numbers in the policy. Do the references to WIOA in the policy reflect the changes to WIOA?

- Ms. Secrist is confident that the policy is aligned to the correct sections of WIOA. Ms. Secrist reviewed the specific sections closely while amending the Appointment & Certification of Local Workforce Development Boards Policy.

**Motion by Ms. Hoehne to approve the Appointment & Certification of Local Workforce Development Boards Policy under WIOA dated April 7, 2020. Second by Mr. McCray. Motion carried.**

### **Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation**

Ms. Secrist reviewed the Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation Policy. Please see attached document. The Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation Policy is a new policy developed in response to one of the findings issued from the USDOL monitoring of IDOL. The WDC and IDOL staff are working to create a process where the WDC can sign the subrecipient agreements, or otherwise confirm them, so that the funds will be considered obligated. This is a challenge because the funds do not transfer from IDOL to the WDC. If we cannot address this issue, USDOL may require some of the funding to be returned.

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Ms. Secrist showed the Executive Committee how the WIOA funds are distributed to the state and local areas. Please see attached presentation.

The WIOA funding distribution model does not reference the cost of service delivery. The formula treats the cost of providing services to 200 disadvantaged youth across 20 blocks of a city the same as having to deliver services to a population distributed across 200 miles. The cost of service delivery for disadvantaged youth is very different from community to community.

- Multiple states have been voicing their frustration over this approach to their federal legislators and USDOL. The WIOA rules present a challenge for many states.
- The formula is not only a disadvantage to rural and remote areas, but also urban areas.
- This would be a good agenda item for future meetings to ask the Idaho federal legislators to chime in with the other states on the funding concern. The law should provide flexibility in the cost of service.

Where does the WIOA funding that AFL-CIO lost come into play?

- The WIOA contract with AFL-CIO was to provide rapid response services and were being paid from the statewide governor's reserve. The Council has the ability to consider AFL-CIO activities as local area activities which are eligible for WIOA funds if they are being used to meet the needs of employer, job seekers, etc. The funding for local area activities are distributed before the funding is allocated to the service delivery areas. The Council has the ability to make decisions on how the WIOA funds are spent and distributed as the local workforce board.

**Motion by Ms. Hoehne to approve the Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation Policy and Appendices A & B dated April 7, 2020. Second by Mr. Young. Motion carried.**

### **MOU Between WDC and ECIPDA**

Ms. Secrist reviewed the MOU between the WDC and ECIPDA. Please see attached document.

The MOU references the waiver that USDOL has provided to Idaho to allow the state board to serve as the local board. Does the Council need to attach the approval of the waiver to the MOU?

- Because the waiver and its approval is included in the WIOA State Plan, Ms. Secrist suggests that the reference is enough.
- The MOU includes language that the MOU will continue on with the new 2016-2020 State Plan and then it will stay in effect for future state plans/approvals.
- Is renewal of the waiver required?
  - The waiver has to be renewed every 4 years.

**Motion by Ms. Swanson to approve and have Ms. Secrist sign the MOU between the WDC and ECIPDA. Second by Mr. McCray.**

Does the WDC expect any requests for new a new local area to be created?

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- Ms. Secrist and ECIPDA do not expect any requests, but under the law any area has the right to make a request to create a new area.

### **Motion carried.**

#### **American Job Center (AJC) Certification Policy and AJC Assessment Criteria**

Ms. Secrist reviewed the American Job Center (AJC) Certification Policy and AJC Assessment Criteria. Please see attached document.

After implementing the AJC Policy for the past 12 months a few gaps in the policy have been identified. There are concerns about the way the certification process was set up. When a One-Stop Center applied for certification status, the One-Stop Committee had to grant them provisional certification without any review or deliberation. They were uncomfortable with that and the Committee has been slowly working on changes over the past year. WIOA requires that the AJC Certification Policy and Assessment Criteria be reviewed every two years.

In the AJC Assessment Criteria, the sliding scale from 1 to 5, 1 being no progress and 5 being achieving the standard, is this a new addition to the assessment criteria?

- The sliding scale is a new addition to the assessment criteria.
- Is there training being developed to ensure everyone understands the scale?
  - A training could be developed for the scale. The scale was put in place so Mr. Butikofer can have clear, consistent conversations with the One-Stop Centers on how they perceive they are complying with the AJC Certification requirements. The scale is for the self-certification the centers complete before Mr. Butikofer conducts a site visit.
  - Mr. Butikofer completes all of the site visits to provide consistency in the One-Stop Center evaluations. It is important that the scale is not being interpreted differently across Idaho.

**Motion by Mr. McCray to approve the American Job Center (AJC) Certification Policy and AJC Assessment Criteria dated April 7, 2020. Second by Mr. Young. Motion carried.**

#### **Eligible Training Provider (ETP) Policy**

Ms. Secrist reviewed the Eligible Training Provider (ETP) Policy. Please see attached document.

The ETP Policy was previously adopted by the Council in July of 2018. The ETP Policy is still considered a provisional policy under WIOA. Until performance measures are able to be published, the policy will be provisional. It will be about another year before enough data will be available to set a permanent ETP Policy.

The ETP Policy comes from the Policy Committee to help ensure alignment around training activities – so that WDTF and ETP can leverage the same resources.

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**Motion by Ms. Swanson to approve the Eligible Training Provider Policy and the appendices dated April 7, 2020. Second by Mr. McCray.**

Appendix A is designed to be updated by the Policy Committee annually in July. Ms. Secrist has been working with the institutions to gather feedback on in-demand occupations.

**Motion carried.**

### **Archive Idaho Policy for Identification of Regions (1/13/16)**

Ms. Secrist reviewed the Idaho Policy for Identification of Regions. Please see attached document.

The Policy for Identification of Regions is no longer required by USDOL and should be archived.

**Motion by Mr. Young to archive the Idaho Policy for Identification of Regions policy. Second by Ms. Swanson. Motion carried.**

### **Archive Transfer of Funds between Adult and Dislocated Worker Programs (4/20/16)**

Ms. Secrist reviewed the Transfer of Funds between Adult and Dislocated Worker Programs policy. Please see attached document.

The Transfer of Funds between Adult and Dislocated Worker Programs policy has been integrated into the Distribution of WIOA Title IB Formula Funds, Recapture and Reallocation policy so there is no longer need for a standalone policy.

**Motion by Ms. Hoehne to archive the Transfer of Funds between Adult and Dislocated Worker Programs policy. Second by Ms. Swanson. Motion carried.**

### **WDTF Grant Modification Flexibility**

In June 2018 operating policies and procedures were established between the Council, the Executive Committee, and the Executive Director on the authority the Executive Director has on WDTF grant modifications after the grants are approved. Given the unknowns in a COVID-19 world, grantees may be requesting extensions on their WDTF grants. If a grantee has already received an extension and asks for another extension, should Ms. Secrist be allowed to grant a second extension and what would the parameters be?

- Alternatively, Ms. Secrist could bring any short-term extension requests to the Executive Committee.
- The language in the operating policies and procedures says the Executive Director can grant up to 1-year extensions on WDTF grants. An additional 6 months could be provided if the grantee has already received a 1-year extension and needs more time to complete their training project.
  - COVID-19 is already having a big impact on grant projects. Trainings are not taking place due to social distancing requirements.

There is some concern with 6 months not being long enough of an extension.

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- The grantee will have already received a one-year extension.
  - Companies are not going to have visibility of what they are going to be able to accommodate from a training standpoint for at least 6 months. It will take another 6 months or so past that to get back to some sense of normality.
- A quarter to a third of WDTF grants are already under a one year extension.
- Ms. Secrist could grant up to an additional one year.

How long would the additional authority be available to Ms. Secrist?

- Until December 31, 2020.

Would it make more sense to wait and have the Executive Committee have this discussion with the Policy Committee? There are a few people who may feel that the Council is not being transparent.

- The world is in a situation where the delay of waiting a month could be detrimental to employers. Government is trying to avoid delaying help that can be offered to businesses.
- It is important that the Council is conscious about visibility and transparency, but the Council also has to be agile to support the grantees.

**Motion by Ms. Swanson to grant Ms. Secrist the authority to award up to 6-month grant extensions for grantees who have already been provided an extension. This additional authority remains in place until December 31, 2020. Second by Ms. Hoehne. Motion carried.**

### Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - March 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	\$275,631	\$114,469	\$95,400	\$65,295	\$30,105	\$485,500	\$340,926	70%	\$144,574
<b>PERSONNEL</b>	<b>\$390,100</b>	<b>\$275,631</b>	<b>\$114,469</b>	<b>\$95,400</b>	<b>\$65,295</b>	<b>\$30,105</b>	<b>\$485,500</b>	<b>\$340,926</b>	<b>70%</b>	<b>\$144,574</b>
Administrative Services & Supplies	\$6,000	\$3,439	\$2,561	\$1,000	\$707	\$293	\$7,000	\$4,147	59%	\$2,853
Communication Costs	\$4,000	\$2,891	\$1,109	\$0	\$0	\$0	\$4,000	\$2,891	72%	\$1,109
Computer Services & Supplies	\$20,850	\$16,463	\$4,387	\$0	\$0	\$0	\$20,850	\$16,463	79%	\$4,387
Employee Development, Memberships & Subscriptions	\$7,500	\$1,533	\$5,967	\$19,450	\$13,516	\$5,934	\$26,950	\$15,049	56%	\$11,901
Employee Travel Costs	\$25,500	\$6,649	\$18,851	\$7,000	\$8,456	-\$1,456	\$32,500	\$15,106	46%	\$17,394
Contracts, Events, & Other Council Activities	\$279,750	\$202,943	\$76,807	\$22,550	\$26,586	-\$4,036	\$302,300	\$229,529	76%	\$72,771
Rentals & Operating Leases	\$8,500	\$6,553	\$1,947	\$0	\$0	\$0	\$8,500	\$6,553	77%	\$1,947
<b>OPERATING</b>	<b>\$362,100</b>	<b>\$240,472</b>	<b>\$111,628</b>	<b>\$50,000</b>	<b>\$49,265</b>	<b>\$735</b>	<b>\$402,100</b>	<b>\$289,737</b>	<b>72%</b>	<b>\$112,363</b>
<b>Grand Total</b>	<b>\$742,200</b>	<b>\$516,103</b>	<b>\$226,097</b>	<b>\$145,400</b>	<b>\$114,560</b>	<b>\$30,840</b>	<b>\$887,600</b>	<b>\$630,663</b>	<b>71%</b>	<b>\$256,937</b>
<b>STATE EXPENDITURE CATEGORY</b>	<b>TOTAL BEGINNING BUDGET</b>	<b>TOTAL YTD Spent</b>	<b>TOTAL ENDING BALANCE</b>							
<b>TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)</b>	<b>\$7,684,500</b>	<b>\$4,708,637</b>	<b>\$2,975,863</b>							

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WDTF Financial Summary - March 31, 2020	
WDTF Cash Balance 3-1-20	\$14,355,093
Revenue	\$10,001
Interest	\$23,322
Payments	\$306,444
WDTF Cash Balance 3-31-20	\$14,081,972
Obligated Employer Grants	\$1,917,845
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>\$6,449,051</b>
<b>Unobligated Balance</b>	<b>\$7,632,921</b>
Proposals Under Review	\$145,000
<b>Unobligated Balance if all funded</b>	<b>\$7,487,921</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>

ISU Nursing decided not to expand their nursing program to Pocatello due to COVID-19. The WDTF funds that were awarded to them have been returned to the unobligated balance.

### Executive Director Update

#### COVID-19 Response

The WDC staff, the Policy Committee, and other partners have been working on developing a new WDTF program for individuals to access the WDTF for short-term training. Ms. Secrist is gathering feedback from the Workforce Training Centers on what kind of criteria should be set for the program. The goal is to have a plan presented to the Council in July.

The One-Stop Committee is looking at continuity of operations in an online environment. The Committee is looking at job seekers whose job training has been disrupted by COVID-19 and how those individuals and employers still receive the resources they need.

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The WDC's budget proposal is due in September. Ms. Secrist will have the budget proposal prepared for the Council in July. The Outreach Committee will be coming forward with a budget request at the July meeting. The Committee met last week and talked about outreach projects that are being impacted by COVID-19 and how that might affect their budget request.

- The Outreach Committee had the opportunity to fund a project that may be significantly impacted by the current economic situation. The Committee ultimately decided not to fund the program at the time and wait for the economy to stabilize. A lot of other outreach projects are not going to be rolling out the original way they were presented to the Committee. The Outreach Committee will need to wait and see what entities are going to need funds and be flexible in how those needs can be met. The outreach project funding model may change due to COVID-19. It may turn from being a project-based model as the funds are used to help employer and job seekers connect while working through the COVID-19 crisis. Other agency assets may also be leveraged. It is hard to anticipate what the future is going to hold.
- Is there any reason that recipients cannot be told that the Council still expects outreach to be done, but would like to see it done digitally and ask the applicant to retool their original proposal?
  - Ms. Solace will look at each project and determine if that would be a feasible option for each project. The teacher externship project would be difficult because it is based around industry experience.
- Ms. Solace has already reached out to most of the project funding recipients to check-in on how their projects are going and if they will be adjusting the timelines of their projects. Ms. Solace will reach back out to them again to see if projects can be adjusted to include more digital outreach.
  - It is wise to be more hands on with WDTF recipients to see how outreach is going to be done during this time of crisis.
  - All WDTF recipients should be contacted. This will help Ms. Secrist get an idea of who might be seeking extensions or returning funds. Ms. Hoehne suggested asking for help from the STEM Action Center for recommendations on how grantees can use technology to complete their objectives.
  - The WDC does not want grantees to have to return funds. The WDC needs to see how it can support the grantees and help them through this process.
  - The Outreach Committee has made a big investment in Future Next Steps and it is still set to launch in July. Does the Committee feel that this is a priority for the Council and does the Committee feel that a large advertising campaign is a good use of the budget given the COVID-19 situation?
    - Future Next Steps is going to be useful during this time of crisis.
    - Future Next Steps should be rolled out with a large-scale campaign. The campaign may need more of an emphasis than it did originally.
    - The \$250,000 allocated for Future Next Steps for this fiscal year was to build out the system. The Outreach Committee would recommend the allocation of additional monies for the large-scale outreach campaign.

Ms. Secrist will provide the rest of the updates via e-mail to the Committee.

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**Motion by Ms. Swanson to adjourn. Second by Ms. Hoehne. Motion carried.  
Adjourned at 5:44 PM**