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## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **Grant Review Committee Meeting Minutes – February 25, 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, Matthew Thomsen, Amanda Ames, Paige Nielebeck

#### **Guests:**

**Called to order at 2:04 PM**

**Welcome**

**Roll Call** – quorum met

#### **Review Agenda**

The staff summary discussion will be integrated into the discussion about the rubric, application, and scoring.

#### **Review January 28, 2020 Meeting Minutes**

**Motion by Senator Stennett to approve the January 28, 2020 Meeting Minutes as written. Second by Mayor Widmyer. Motion carried.**

#### **WDTF Financial Summary**

<b>WDTF Financial Summary - January 31, 2020</b>	
WDTF Cash Balance 1-1-20	\$15,078,113
Revenue	\$184,667
Interest	\$28,506
Payments	\$658,916
<b>WDTF Cash Balance 1-31-20</b>	<b>\$14,632,369</b>
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
<b>WDTF Obligated Balance</b>	<b>\$7,556,870</b>
<b>Unobligated Balance</b>	<b>\$7,075,499</b>
Proposals Under Review	\$25,000
<b>Unobligated Balance if all funded</b>	<b>\$7,050,499</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY20.

<b>WDTF FY20 Revenue</b>	<b>Transfer In</b>	<b>Interest</b>	<b>Collection Cost</b>
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			
<b>FY20 Totals</b>	<b>\$2,040,021</b>	<b>\$226,467</b>	<b>\$41,224</b>

**Diversified Fluid Solutions – Employer Grant**

Diversified Fluid Solutions (DFS) is in a rapid growth mode where they are not only in a position for the business to grow to make connections with new customers, but also begin to expand part of DFS as well. Training is a vital part of retaining existing employees as well as new employees. Training provides growth within DFS.

DFS is working to redo all their current training to have valued objectives, material, and assessments. DFS is giving their employees the tools to come back to training as refreshers, giving purpose and new meaning to what DFS is built on.

DFS intends to provide leadership training to all supervisors, new and seasoned, as this will become a vital part of how DFS continues to grow and succeed. Training leadership at DFS will enable leadership to train the next wave of the workforce. Growth in DFS has caused new employees and turnover rates that require ongoing training. Employees’ skills need to be increased with technology changes.

**WDTF Request: \$145,000**

Mr. Thomsen shared information about past performance of DFS grants. A WDC policy was put in place in October 2018 that stipulated an applicants’ past performance would be considered when reviewing applications. Mr. Thomsen collected information from IDOL about the past DFS awards. The first grant DFS was awarded was to train one individual. The next grant award for DFS was from 2014-2016 for \$67,402 to train 46 individuals. DFS only ended up training 24. The average wage under that contract also did go down; however, the IDOL research analyst shared that statistically, the wage change should be

interpreted as neutral. Prior and post wage changes are based off quarterly wage data and might not reflect the whole quarter. DFS' newest grant ended in December. Currently IDOL does not have any data on this grant because the grant just closed. The current application is the 4<sup>th</sup> grant DFS has applied for. This is the second time we have had a grant application come from an employer who had previously been awarded an employer grant.

How is DFS growing? How many new employees does DFS anticipate training? This grant proposal seems to only be training existing employees.

- DFS currently has 120 existing employers who will receive training. DFS plans to hire and train 25 new employees during the grant period.

What is vendor training?

- Vendor training is training for internal employees but offered by an external vendor. DFS lists the vendor in step 1 of the application spreadsheet.

The description of the computer programs training seems vague.

- The course does appear to be more introductory, however the WDC has funded similar courses in other grants. The computer programs training does meet the qualifications for funding.

Many of the courses listed on DFS' application do not provide certification or credential upon completion. The WDC does not require that the courses be tied to an industry credential, degree, or apprenticeship. Having the course tied to one of those things does increase the funding level through the scoring process.

DFS is looking at a budget increase of \$2 million for staffing alone?

- That is what DFS is projecting. DFS' performance will be measured against their projection on the future.
- Is there a way to know when the wage increases at DFS will take place?
  - The wage increases are measured one-year post-training.

It does not appear that employees saw much of a wage change through the previous DFS grants. Is there any information as to why the wage results from this new grant might be different?

- Currently there is not information on how this grant would be different than the other DFS grants. It will be December 2020 before the WDC will receive data back on DFS' most recent grant. The data will show the changes in wages.
- The grant criteria DFS worked under in 2014 were different than grant criteria now. DFS could have provided training that did not result in a wage increase. Wage increases may not have been a requirement of previous grants.

Is there data from DFS that shows if jobs are being added from the previous grants?

- Mr. Thomsen does not have that data from DFS. Mr. Thomsen only has the data from the 2014 grant that was presented.
- In the most recent DFS grant, of the 96 individuals that were planned to be trained, 50 were new hires.

**Motion by Mr. Cox to request additional from DFS on past performance data from the 2017-2019 DFS grants to show a definitive raise in wages, new hires, etc. Second by Mr. Touchstone. Motion carried.**

**Community Grants Updates**

Mr. Thomsen reviewed the updates he made to the Community Grants portal.

### **Employer Grants:**

Mr. Thomsen made changes to the application according to requests from the Committee. The goal was to update the application with questions that the Committee frequently asks when reviewing grant applications. Mr. Thomsen added a section that asks the applicant about work-based learning (WBL) initiatives. The goals are to engage applicants early on and work with them to either learn about existing WBL programs or help the employer start a WBL program. The addition of the WBL section to the application give staff another way of educating employers on the LEADER Initiative.

### **Industry Sector & Innovation:**

Before the changes to the application go live in the Community Grant portal, Mr. Thomsen will provide instructions to the Committee members on evaluating the applications. There will no longer be a need for paper rubrics. The rubrics will be built into the portal. There will be a comment section available to committee members after each section of the rubric. Mr. Thomsen is working on a way for each committee member is able to see other committee member's scores on applications.

The Committee members are able to evaluate if a project fits within the scope of innovation grants using the rubric questions.

Mr. Thomsen shared an updated budget sheet that grant applicants will use. Please see attached spreadsheet. The new budget sheet includes year 4 to show sustainability of the program.

The Committee requested that the budget sheet be shared with past grantees for feedback.

### **Staff Grant Summary Example**

Mr. Thomsen reviewed a sample staff grant summary that he created. The Committee asked the WDC staff for an analysis that provides the staff's input on the grant/any helpful background information. The analysis would use a standard set of questions for every grant application that the WDC staff reviews. Please see attached document.

The WDC staff is happy to gather past performance data on past WDTF grants that applicants may have received. If the Committee has suggestions on other information they would like to see of past performance, please send them to Mr. Thomsen.

- It would be nice to see all past grants that an entity has received. One issue that could arise is if the grant was delivered by another part of the entity (e.g. CEI welding vs. CEI NQA-1).
  - Having two different parts of an entity deliver a grant would not necessarily create a problem. Innovation and industry sector grants have unique outcomes from grant to grant.
  - This would also provide the WDC staff an opportunity to share information about any challenges the entity faced during their grant period.

The Committee requested that the staff incorporate a percentage wage increase into the ROI section of the application.

**Motion by Mayor Widmyer to adjourn. Second by Mr. Barrera. Motion carried.  
Meeting adjourned at 3:32 PM**