

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, December 10, 2020

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, BJ Swanson, John Young, Joe Maloney, Elli Brown, Kelly Kolb

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

Guests: Matt Freeman, Kurt Liebich, Debbie Critchfield, Andy Scoggin

Call to Order at 2:02 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

Joint WDC & State Board of Education Executive Committee Meeting

Welcome

Over the last few years, the WDC Executive Committee and State Board of Education (SBOE) members have been meeting quarterly. Both have the same goals and visions for Idaho and want to stay aligned in all efforts.

Credit for prior learning (including the Lumina grant)

In 2018, SBOE received a grant from Lumina to increase the number of adults graduating with a credential. This project targeted individuals in the military and Native Americans. The primary grant activities have been creating a statewide prior learning assessment and a crosswalk between CTE occupations and military training. The purpose of the prior learning assessments is to turn prior learned skills into credits towards a certificate or degree. SBOE has conducted workshops to introduce the project programs and services to adult learners and held meetings on credit for prior learning. SBOE developed a communication strategy to build awareness of these activities. The work on the Lumina project is ongoing and a communications strategy will be launched in early 2021.

Discussion:

- Are veterans able to start using the program?
 - The program has not launched yet but is about ready. Mr. Freeman will verify.
 - It will be nice to see data once the program is launched.

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Broadening the postsecondary credential definition in the 60% goal

In 2010 the Legislature adopted a goal that 60% of Idahoans, ages 25-34, would obtain a degree or certificate by 2020. The date has now been extended to 2025. Idaho has consistently hovered around 46%-47%. Part of the challenge in meeting the goal is in the metrics because it is a population-based goal. No one has control of the in and out migration of individuals in Idaho. SBOE has discussed migrating towards a production-based goal. One of the other challenges is that census data is used to measure Idaho's progress. Census data does not track certificates that take 9 months or less or industry credentials. SBOE recognizes the ongoing issues with the 60% goal and is working to solve them. Right now, the number of individuals in Idaho with a degree or credential is being underrepresented. When the 60% goal was initially rolled out, the goal was misinterpreted as 60% of Idahoans needed to attend college. It is important that the goal reflects the importance of all pathways to industry/careers.

Discussion

- Idaho Launch data might be useful for the 60% goal.
 - Through Launch the WDC can track who goes through training, and their employment outcomes, but cannot track if the individual received a credential.
- The WDC and SBOE need to work together moving forward to send a message that all types of postsecondary education are valuable.
- IDOL collects a lot of data from employers that might be valuable for measuring the 60% goal. Perhaps it could be enhanced to include the credentials of their employees.

Online Idaho

As all of Idaho's institutions have pivoted to offering online or hybrid courses, SBOE was approved to use Cares Act funding to pull together all the online courses and programs that Idaho's institutions already offer. These courses will be placed on a course sharing platform for an Idahoan to access. The first set of courses will be available in the spring. The full build out of Online Idaho will be next summer or fall. There is opportunity to combine the efforts of Online Idaho and Idaho Launch.

WDC updates on youth apprenticeship and Launch initiatives

Launch

Idaho Launch was started a year and a half ago to connect adults to career information, and ultimately integrate into *Next Steps Idaho*. Idaho Workforce Development Council was approved to use Cares Act funding to pivot Launch to fit the needs of the changing pandemic economy. A survey was sent to Idaho employers to find out what skills they are seeking in employees. Over 800 employers responded to the survey. Idaho Launch's website was built off the data collected from the survey, and connects Idahoans to training, and support for training in the skills those employers identified.

Friday, December 4 was the deadline for individuals seeking CARES Act Funds for training to submit a Launch form. The target is Idahoans who are being affected by the pandemic. A very robust outreach program was conducted for Idaho Launch.

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The WDC was given approximately \$450,000 in CARES Act Funding to support short-term training. The CARES Act Funding will run out, but the program will continue through the Workforce Development Training Fund (WDTF). The WDTF will support short-term training up to 90% of the total cost of the training.

Youth Apprenticeships/Apprenticeships/WBL Apprenticeship

The WDC was awarded a grant from USDOL to expand Youth Apprenticeship in Idaho. The model is based off the Colorado CareerWise program. Colorado has a non-profit intermediary facilitating the development of Youth Apprenticeships. IBE is Idaho's intermediary. IBE has 6 employees dedicated to the Youth Apprenticeship program. This program will serve individuals 16-24 years old and focus on School-to-Registered-Apprenticeships. This grant will produce 400 new apprentices.

CTE received a \$2 million grant last year to expand apprenticeships in Idaho. The Colleges will be the sponsors of the apprenticeship programs. Employers can sign a participation agreement to get involved in the program. This grant is serving individuals outside of secondary education. CTE will produce 2,000 new apprentices.

IDOL received a \$1.3 million grant to also expand apprenticeships in Idaho. This grant will produce 500 new apprentices.

Over the past 6 months, CTE, IDOL, and the WDC have been working together to map out what services can be provided through the grants and how to engage apprentices across the three grants. It is important that efforts are not be duplicated. In mid-November, the WDC hosted a two-day training to make sure the entities were on the same page. The collaboration is going to be critical moving forward.

Discussion

Are there states that require a student to take a CTE class before graduating high school?

- No states require a CTE class that we are aware of. Some states require a work-place readiness activity as part of the graduation requirements and CTE courses are one of the options. Ms. Secrist will gather this information and send it to Mr. Liebich.

***Review November 2 & 19, 2020 Meeting Minutes**

Motion by Mr. Swanson to approve the November 2 & 19, 2020 Meeting Minutes as written. Second by Mr. Kolb. Motion carried.

Budget Report

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WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - November 30, 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	\$159,167	\$236,133	\$96,700	\$39,736	\$56,964	\$492,000	\$198,903	40%	\$293,097
PERSONNEL	\$395,300	\$159,167	\$236,133	\$96,700	\$39,736	\$56,964	\$492,000	\$198,903	40%	\$293,097
Administrative Services & Supplies	\$6,000	\$783	\$5,217	\$1,000	\$4	\$996	\$7,000	\$788	11%	\$6,212
Communication Costs	\$4,000	\$2,026	\$1,974	\$0	\$0	\$0	\$4,000	\$2,026	51%	\$1,974
Computer Services & Supplies	\$26,500	\$13,262	\$13,238	\$0	\$0	\$0	\$26,500	\$13,262	50%	\$13,238
Employee Development, Memberships & Subscriptions	\$7,500	\$306	\$7,194	\$21,500	\$5,383	\$16,117	\$29,000	\$5,689	20%	\$23,311
Employee Travel Costs	\$25,000	\$329	\$24,671	\$0	\$0	\$0	\$25,000	\$329	1%	\$24,671
Contracts, Events, & Other Council Activities	\$528,500	\$49,708	\$478,792	\$24,300	\$0	\$24,300	\$552,800	\$49,708	9%	\$503,092
Rentals & Operating Leases	\$8,500	\$2,669	\$5,831	\$0	\$0	\$0	\$8,500	\$2,669	31%	\$5,831
OPERATING	\$606,000	\$69,082	\$536,918	\$46,800	\$5,388	\$41,412	\$652,800	\$74,470	11%	\$578,330
Grand Total	\$1,001,300	\$228,249	\$773,051	\$143,500	\$45,124	\$98,376	\$1,144,800	\$273,372	24%	\$871,428

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$653,452	\$11,096,548

WDTF Financial Summary - November 30, 2020	
WDTF Cash Balance 11-1-20	\$14,820,740
Revenue	\$588,911
Interest	\$5,553
Payments	\$148,730
WDTF Cash Balance 11-30-20	\$15,266,474
Obligated Employer Grants	\$1,184,899
Obligated Industry Sector Grants	\$3,226,275
Obligated Innovation Grants	\$159,698
*Obligated Outreach Projects & Allocated Budget	\$976,597
Short Term Financial Assistance Program	\$1,996,151
FY 20 WDTF Admin Costs	\$773,051
WDTF Obligated Balance	\$8,316,671
Unobligated Balance	\$6,949,804
Proposals Under Review	\$21,945
Unobligated Balance if all funded	\$6,927,859

*Includes all Outreach funding made available for the Committee to allocate for FY21.

WDTF FY21 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September	\$8,499	\$6,072	
October	\$306,682	\$5,828	
November	\$588,911	\$5,553	\$8,553
December			
January			
February			
March			
April			
May			
June			
FY21 Totals	\$1,928,806	\$35,983	\$8,553

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The Executive Committee gave Ms. Secrist the authority to grant 6-month extensions to WDTF grantees because of the pandemic. This will end on December 31, 2020. Quite a few grantees have requested extensions. When this subject was first discussed, it was assumed things would be back to normal by the end of the year. The WDTF data will show the effect on all sectors. The Committee, in January, would like to discuss how additional extensions could work if made available.

January 13 Council Meeting Agenda

Ms. Secrist reviewed the draft January 13 Council Meeting agenda. Please see attached document.

Discussion:

The Committee would like to see a presentation from Plant Therapy since the Grant Review Committee had so many initial questions about the program.

The agenda does not include an economic forecast update from IDOL. The Committee would like to request Mr. Shaul to provide an economic forecast at the meeting.

The Committee requested comprehensive updates on WDC projects at future council meetings (e.g., the apprenticeship projects).

Future Involvement in the Teacher Externship Program

Since the Outreach Committee has begun funding outreach projects, the Committee has provided funding to the STEM Action Center for the Teacher Externship Program. The intention of Outreach funds is to be seed money and not ongoing support. In some of the documentation provided by the STEM Action Center this year, they provided plans which includes an ongoing investment of funding from WDC for the next five years. The Committee asks for guidance from the Executive Committee. If the Council would like to continue supporting the program, then perhaps the funding should come from the Council level and not the Outreach Committee (e.g., Next Steps funding was moved to the WDC general budget).

The Teacher Externship Program is a cobranded program between the WDC and the STEM Action Center. The WDC is involved in the program helping to recruit businesses, placing teachers, etc. The Externship Program may not ever be completely funded by business based on experience of other states. Small rural businesses may not be able to afford the stipends for the teachers. Ms. Secrist reviewed some of the teacher externship program data from previous years. Please see attached document.

Discussion

Is the Externship Program a council initiative or should it be shifted to the STEM Action Center?

- The program has been a big success for both teachers and businesses. The program aligns well with the goals and objectives of the Council. It would be sad to see the Council lose some ownership of the program.
- If the WDC is going to put funds into the program, it is important to collect metrics.

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- Could the funds be tapered off over the next 5-years to help push the STEM Action Center to seek other funding?
 - WDC has viewed this as an important joint initiative that supports LEADER.
- Should the WDC staff be taking so much time to support the program?
 - It would take a full-time employee to support more than 60 teacher externs.
 - Having the WDC staff involved also promotes collaboration.
- No more than \$50,000 a year is needed from the WDC for the program.
- If the Committee would like to move the funding into the general WDC funding, this would be reflected in the July Council meeting budget proposal. Ms. Secrist will include it based on this discussion.

Executive Director Updates

Ms. Secrist has no further updates for the Committee.

Motion by Mr. Young to adjourn. Second by Mr. Maloney. Motion carried.

Adjourned at 3:38 p.m.