

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

WORKFORCE DEVELOPMENT COUNCIL
317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, December 9, 2021

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin

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

Guests:

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

Roll Call – Quorum met

Review Agenda – No changes to the agenda

***Review November 11, 2021 Meeting Minutes**

Motion by Ms. Griffin to approve the November 11, 2021 Meeting Minutes as written. Second by Mr. Kolb.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - November 30, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARG Budget	Total YARG YTD Spent	Total Ending YARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$403,100	\$162,744	\$240,356	\$98,800	\$43,125	\$55,675	\$82,500	\$35,753	\$46,747	\$584,400	\$241,622	41%	\$342,778
PERSONNEL	\$403,100	\$162,744	\$240,356	\$98,800	\$43,125	\$55,675	\$82,500	\$35,753	\$46,747	\$584,400	\$241,622	41%	\$342,778
Administrative Services & Supplies	\$6,000	\$1,442	\$4,558	\$1,000	\$145	\$855	\$440	\$0	\$440	\$7,440	\$1,587	21%	\$5,853
Communication Costs	\$7,500	\$4,469	\$3,031	\$0	\$0	\$0	\$360	\$150	\$210	\$7,860	\$4,619	59%	\$3,241
Computer Services & Supplies	\$26,500	\$16,188	\$10,312	\$0	\$0	\$0	\$300	\$558	-\$258	\$26,800	\$16,746	62%	\$10,054
Employee Development, Memberships & Subscriptions	\$7,500	\$415	\$7,085	\$17,575	\$900	\$16,675	\$1,000	\$0	\$1,000	\$26,075	\$1,315	5%	\$24,760
Employee Travel Costs	\$14,900	\$2,826	\$12,074	\$0	\$982	-\$982	\$1,500	\$0	\$1,500	\$16,400	\$3,808	23%	\$12,592
Contracts, Events, & Other Council Activities	\$528,500	\$103,883	\$424,617	\$31,425	\$14,740	\$16,685	\$26,400	\$0	\$26,400	\$586,325	\$118,623	20%	\$467,702
Rentals & Operating Leases	\$8,500	\$3,089	\$5,411	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$3,089	36%	\$5,411
Government Overhead & Insurance	\$3,000	\$2,732	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$2,732	91%	\$268
OPERATING	\$602,400	\$135,042	\$467,358	\$50,000	\$16,767	\$33,233	\$30,000	\$708	\$29,292	\$682,400	\$152,517	22%	\$529,883
Grand Total	\$1,005,500	\$297,786	\$707,714	\$148,800	\$59,892	\$88,908	\$112,500	\$36,461	\$76,039	\$1,266,800	\$394,139	31%	\$872,661

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,147,661	\$10,602,339



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WDTF Financial Summary - November 2021	
WDTF Cash Balance 11-1-21	\$15,306,302
Revenue	\$865,303
Interest	\$4,170
Payments	\$448,501
WDTF Cash Balance 11-30-21	\$15,727,273
Obligated Employer Grants	\$2,472,767
Obligated Industry Sector Grants	\$5,939,505
Obligated Innovation Grants	\$596,207
*Obligated Outreach Projects & Allocated Budget	\$714,897
**Short Term Financial Assistance Program	\$1,515,707
FY 22 WDTF Admin Costs	\$467,358
WDTF Obligated Balance	\$11,706,441
Unobligated Balance	\$4,020,833
Proposals Under Review	\$0
Unobligated Balance if all funded	\$4,020,833

*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

WDTF FY22 Revenue	Transfer In	Interest	Collection Cost
July	\$232,883	\$3,453	
August	\$779,173	\$3,331	
September	\$5,115	\$3,430	
October	\$0	\$4,040	
November	\$865,303	\$4,170	\$57,072
December			
January			
February			
March			
April			
May			
June			
FY22 Totals	\$1,882,474	\$18,424	\$57,072

There was not a transfer in October due to timing.

WDTF Projections

Review of the WDTF projections. Please see attached document.

Discussion:

It is beneficial for employers to be getting a freeze on the unemployment tax. This allows more funds to stay with Idaho employers.

Good Jobs Challenge Grant Budget – Action item for Council

Review of the Good Jobs Challenge Grant Framework and Budget. Please see attached document.

Discussion:

Why pick the Talent Pipeline Management (TPM) project?

- It is something the WDC is already doing that is a perfect fit for the grant opportunity. The goal is to fund employer driven training. The additional funding would allow for TPM to be ramped up much quicker.

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- In the Good Jobs Challenge application, it asks for programs that are viable and proven in other states and TPM is a model that is proven in many other states.

This proposal is different from the proposal the Council saw last year regarding regional outreach in that it is federally funded.

TPM already has structure around it so it should be an easy transition to bring in staff to help with implementation.

A couple of lines should be added to the document to briefly explain the work on TPM for those who might not be familiar with the program.

Review December Council Meeting Agenda

Review of the draft December 16 Council Meeting agenda. Please see attached document.

Discussion:

The Committee asked that the language be changed to say "Average Investment per Participant" on the Launch Budget sheet.

Ms. Hoehne asked for ideas of what to include in the chair's report.

- Ask the Council what they thought of the breakout activity.
- Ask the Council what they learned.
- Ask the Council what the WDC Staff and Executive Committee can do to make the meetings meaningful and engaging.
- Encourage the members to think about their roles as Council members. Promote a level of engagement and responsibility.

Breakout Activity

The Policy Committee did not finish the work on the Legislative Priorities document. The traditional process (outlined in the approved policy) for the document is the WDC staff collects the partner legislative priorities, the Policy Committee reviews the submissions, makes edits, and makes a recommendation for the Full Council; the Full Council reviews the recommended document and approves (with or without changes), and finally it goes to the Governor's Office for final approval. The Policy Committee was hesitant to make a recommendation based on the process and feedback at the meeting. They will review the policy at an upcoming meeting to revise it.

Without the approval of this document, the WDC staff will have to go the Executive Committee any time a request is made for Ms. Secrist to testify at the Legislature. The WDC also had their own piece of legislation going before the legislature.

- This year, the WDC partners submitted a lot more legislative priorities than in the past. This made the document a little cumbersome to review.

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- The Committee would like to take the legislative priorities off the December Council Meeting agenda and replace it with an item to discuss the WDC's legislation. Ms. Secrist in the meantime will work with the Executive Committee to determine if she will testify on legislative items.
- It is a good idea to still have the agencies present their legislative priorities to the council member because they may be interested in them.
 - This is the purpose of the breakout session.
 - The Legislative Priorities sheet will be adapted to fit the breakout session format.
 - Council members should be able to attend two different breakout groups to hear from at least two different agencies.

Executive Director's Report

Ms. Secrist will be receiving a letter from the Governor's Office appointing John Young as the Vice Chair and appointing Liza Leonard to the Executive Committee. Ms. Secrist is working to getting in touch with Liza to confirm her interest in being on the Committee.

The WDC is redoing the WDC website and will be collecting information from the Council members after the Council Meeting for the website. The WDC staff will also plan on taking headshots of members at the March meeting.

Through a partnership with ITD, ITD received a \$300,000 grant from the Federal Highway Administration to offer three Heavy Equipment Operator courses. The courses focus on low-income individuals and individuals who have barriers to access training. The course will also encourage the individuals to get their CDL while taking the course. ITD is very excited to partner with the WDC.

Executive Committee Open Discussion

There is concern over vaccine mandates. Things have started to settle down, but there will be big implications if mandates pass. Employers will lose employees. The cost to put a mandate in place and maintain a testing program for small businesses would be significant. All three mandates have been halted so far, but there is still a possibility a mandate will be passed.

How true is the media story about "The Great Resignation?" It is overexaggerated, although, there are help wanted signs all over. Many employees are working multiple jobs to work around childcare schedules. This is making it difficult for employers to juggle multiple schedules. People are moving from job to job. The turnover has been one of the highest rates USDOL has recorded. People are leaving jobs for more money. There are also many individuals who are taking breaks from professional level jobs (some to become full-time caregivers to their children or family members). Some individuals are having to come back to the workforce because they are unable to financially sustain their life. Next Steps is going to be launching a campaign focusing on transitioning adults.

Mr. Young had a chance to be part of the learning lab for a carpentry program. Young Construction supported a breakfast for the students. Twelve students from high school age to early 40's are going through a construction

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class. It was exciting to see the students excited about learning. These individuals are coming from all over the US. It is great to see workforce development working in Idaho.

How is Equus doing taking over the WIOA contract?

- Equus is still having challenges hiring. They are unable to find employees in the Pocatello area. Some of the other challenges are related to internet connectivity, though most have been resolved at this point.
- Equus is meeting with each of the partners and getting involved in their system.
- Equus is offering business services training to their employees and partner employees on January 11-13. This will help Idaho raise the bar on how employer services are delivered throughout the one-stop system.
- IDOL did not spend all the money prior to October 1, so there will be some money leftover that the Committee will look at in January. If Equus wants to request the WDC shift some of the money between the offices, then they have that ability. The WDC may be looking at some minor adjustments.

Caty shared the Nepris White Label with the Committee. <https://nextstepsidahoconnections.nepris.com/>.

Motion by Mr. Maloney to adjourn. Second by Ms. Griffin. Motion carried.
Adjourned at 3:25 p.m.