

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, July 8, 2021

Time: 11:00 a.m. – 3:30 p.m.

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

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

Guests: Linda Clark, Tracie Bent, Dave Hill, Matt Freeman, Jonathan Lashley, David Hahn, LaToya Hozian, Mike Nelson, Laurie Anderson

Call to Order at 11:00 a.m.

Roll Call – Quorum Met

Joint WDC & State Board of Education Executive Committee Meeting

SBOE Updates

Transition to Production Goal

In 2010 the State Board of Education set a goal that 60% of Idahoans ages 25-64 would have some sort of credential (bachelor's degree, etc.). There are certain limitations inherent to this goal, for instance, certain training opportunities are not counted towards the 60% attainment goal (e.g., apprenticeships). One reason apprenticeships were not counted towards the goal is that tracking those pathways are difficult as all the data is self-reported.

Based on research the State Board of Education decided a production target would best suit the needs of Idaho. The State Board of Education will work with each Idaho education institution to refine targets. The targets will officially be adopted by the State Board in December. Ms. Bent is happy to share any data she has currently.

Discussion:

A production-based goal is easier to understand and will allow the State Board of Education to hold the institutions accountable.

Is there anything the Council can do to help with the rollout of the new production goal?

- Are the production goals going to be targeted to degrees that lead to high-demand occupations?
 - It is the individual's choice what program they go into. A mechanism could be created to incentivize high-demand programs.

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- It would be helpful for the WDC to have talking points around the new production goal. Continue to assist in getting accurate information out to all of Idaho.
 - The State Board of Education would like to present on this subject at the October Council Meeting.

Why are presentations hard to track? How can this be fixed?

- Because the original 60% goal was population based, census data was being used. Census data is reported by individuals and depends on how they define the credential.
- The certificates have been more problematic than apprenticeships for the same reason and because there are so many certificates to track from more providers.

The State Board of Education will present to the WDC at the October 14 Council meeting.

Western Governor's University

The Governor signed an MOU with Western Governor's University (WGU). Idaho is one of the founding charter members of WGU. The MOU creates a formal affiliation between Idaho and WGU (WGU Idaho). Idaho students who attend WGU are now eligible to apply for the Opportunity Scholarship.

Discussion:

There are already 2,200 students from Idaho who attend WGU. This may increase based on the affiliation. WGU caters to unique clientele. The average age of their students is 39 and 72% of the students work full-time. WGU delivers their instruction on a 100% competence-based influence. The grade is not based on participation/hours in the classroom.

WGU has relationships with many of Idaho's community colleges.

Online Idaho

Mr. Lashley provided an overview of Online Idaho. Please see attached slides.

Discussion:

Online Idaho does not force an individual towards a specific college instead it opens all pathways and options.

The institutions have worked together to help create an integrated financial aid system.

The first program for Online Idaho will be cybersecurity. These pathways are a great opportunity that is building off the program at Boise State.

To build the infrastructure for Online Idaho and yield results, it will take 3-years. Online course sharing should be ready by the end of July. The next step is to pilot students who are going through the online course sharing.

For an existing student, when can they access Online Idaho?

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- Students can visit the website now and they would be directed through the standard registration process. Once SIS integration is complete, students will be able to search for courses, register for the course, and complete payment on the site.

Online Idaho will provide all sorts of flexibility to Idahoans. The common experience of anyone going to college includes having to persevere through the systems. This will help alleviate some of that pressure.

WDC Updates

Apprenticeship Efforts

Idaho had 3 apprenticeship grants from USDOL (WDC, CTE, and IDOL). IDOL was just awarded a fourth grant for \$4,25 million. It's a 4-year grant for 750 apprentices. This grant will help build a center of excellence for apprenticeships to support the other grant partners and employers/community organizations throughout the state. Included in the grant is funding for dedicated positions at Vocational Rehabilitation and Idaho Department of Corrections.

Ms. Secrist is working with Idaho Department of Human Resources on exploring the creation of public sector apprenticeships.

Mr. Freeman, Mr. Revier, Mr. Gramer, and Ms. Secrist met a few weeks ago as a leadership team around the apprenticeship initiatives to figure out how to sustain the programs once the grant money ends. All the entities at the meeting agreed all four of the programs need to be wrapped under one brand. It has been decided the brand will be ApprenticeshipIdaho.

Launch Update

Ms. Solace shared an update on Launch. Please see attached document.

Next Steps Idaho Updates

Ms. Solace shared updates on Next Steps Idaho.

Discussion:

A lot of work has been done on Next Steps. A few of the projects that are completed or are being worked on are listed below.

- Update to the career cards
- Addition of 14 rural career flyers and include new data
- Creation of CTE programs directory
- Creation of workforce training programs directory
- Media kit landing page
- Comprehensive search feature
- Video gallery
- Enhanced educator landing page

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- Updated career cluster survey
- 30+ new lesson plans
- Financial aid landing page
- Outreach collateral
- Sign on system

The WDC is exploring how Nepris can be might implemented as a private/public partnership through Next Steps and in schools in Idaho.

Nepris Demo

Nepris provided a demo of the site. Please see attached presentation.

Discussion:

There has been a disconnect between employers and education. Students do not know what kinds of jobs are available to them. Many employers do not have the tools to do the outreach to Idahoans. Nepris will help build awareness on what jobs are available in Idaho.

The chances for rural Idahoans to take field trips to companies are few and far between. Last year Micron offered all job shadows virtually. They were able to get students from all over Idaho to participate in the experience. Micron would not have been able to do any of it without the virtual format. Small companies to not have the means to build their programs so Nepris could be very helpful to them. This will also benefit rural communities.

<https://nepris.com/share/play/list/53621111-fb6a-4217-a000-d9a5d2bb9a22>

All schools in Idaho need access to this tool. This would be a great resource for TPM.

Nepris Business Plan

Ms. Secrist reviewed the Nepris business plan. Please see attached document.

Discussion:

Ms. Secrist talked with Nepris and asked them to approach this from a public-private partnership and provide pricing to fit that model.

Micron is willing to step-up and fund 10 rural schools to use Nepris. The WDC is seeking a partner to be the host for the white label. The partner would apply for a WDTF outreach grant to cover the cost of it for 2 years. This year, school budgets have already been set so they cannot designate funds to other things. This would allow 9 months to work with the districts to get Nepris integrated into the budget.

Lunch: 1:00 p.m. – 2:00 p.m.

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***Review June 10, 2021 Meeting Minutes**

**Motion by Mr. Maloney to approve the June 10, 2021 meeting minutes as written. Second by Mr. Kolb.
Motion carried.**

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - June 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	\$395,300	\$377,494	\$17,806	\$96,700	\$96,450	\$250	\$70,000	\$59,812	\$10,188	\$562,000	\$533,756	95%	\$28,244
PERSONNEL	\$395,300	\$377,494	\$17,806	\$96,700	\$96,450	\$250	\$70,000	\$59,812	\$10,188	\$562,000	\$533,756	95%	\$28,244
Administrative Services & Supplies	\$6,000	\$1,223	\$4,777	\$1,000	\$174	\$826	\$675	\$1,168	-\$493	\$7,675	\$2,566	33%	\$5,109
Communication Costs	\$4,000	\$7,575	-\$3,575	\$0	\$0	\$0	\$300	\$300	\$0	\$4,300	\$7,875	183%	-\$3,575
Computer Services & Supplies	\$26,500	\$20,462	\$6,038	\$0	\$0	\$0	\$29,320	\$27,672	\$1,648	\$55,820	\$48,135	86%	\$7,685
Employee Development, Memberships & Subscriptions	\$7,500	\$690	\$6,810	\$21,500	\$20,191	\$1,310	\$0	\$15	-\$15	\$29,000	\$20,896	72%	\$8,104
Employee Travel Costs	\$25,000	\$2,981	\$22,019	\$1,000	\$852	\$148	\$0	\$0	\$0	\$26,000	\$3,833	15%	\$22,167
Contracts, Events, & Other Council Activities	\$528,500	\$499,237	\$29,263	\$23,300	\$17,056	\$6,244	\$30,000	\$0	\$30,000	\$581,800	\$516,293	89%	\$65,507
Rentals & Operating Leases	\$8,500	\$7,596	\$904	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$7,596	89%	\$904
OPERATING	\$606,000	\$539,765	\$66,235	\$46,800	\$38,273	\$8,527	\$60,295	\$29,155	\$31,140	\$713,095	\$607,193	85%	\$105,902
Grand Total	\$1,001,300	\$917,259	\$84,041	\$143,500	\$134,723	\$8,777	\$130,295	\$88,967	\$41,328	\$1,275,095	\$1,140,950	89%	\$134,145

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,830,542	\$9,919,458

WDTF Financial Summary - June 2021	
WDTF Cash Balance 6-1-21	\$15,797,448
Revenue	\$12,774
Interest	\$3,888
Payments	\$549,831
WDTF Cash Balance 6-30-21	\$15,264,280
Obligated Employer Grants	\$2,339,758
Obligated Industry Sector Grants	\$3,926,597
Obligated Innovation Grants	\$129,228
*Obligated Outreach Projects & Allocated Budget	\$623,886
Short Term Financial Assistance Program	\$1,428,075
FY 21 WDTF Admin Costs	\$0
WDTF Obligated Balance	\$8,447,544
Unobligated Balance	\$6,816,736
Proposals Under Review	\$1,964,909
Unobligated Balance if all funded	\$4,851,827

*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	\$7,267	\$5,528	
January	\$342,942	\$5,389	
February	\$384,864	\$5,132	\$7,392
March	\$12,658	\$5,050	
April	\$233,382	\$5,073	
May	\$836,067	\$4,559	\$22,419
June	\$12,774	\$3,888	\$18,015
FY21 Totals	\$3,758,760	\$70,602	\$56,380

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The June month end report is not available until tonight so the report will be presented at the council meeting. All the CARES Act Launch vouchers and invoices have been paid. Many expenditures come out in May and June simply because of timing of the charges.

FY23 Budget Request

David Hahn is the WDC's financial analyst from DFM and works with the WDC and the Governor's Office on the WDC budget. The budget request for FY23 must be submitted by September. Once Ms. Secrist incorporated in benefits, personnel, etc. the WDC is not going to be close to the 3.1% unless we decided to request an FTE.

Discussion:

The WDC is hiring a temp to help the staff catch up on fiscal activities, and to put processes in place for Launch.

Anytime an agency asks for an FTE it can require a lot of review. The WDC will need to prove there is a justifiable need for an additional FTE. It is important to note that Ms. Secrist will need to have a discussion with the Governor's Office by August 6th if we want to request an FTE. The Governor's Office is supportive of us adding another FTE.

The FTE would be for administrative support. This would allow for internal shifting to free up some of Ms. Nielebeck's time for other projects.

The formal budget request will be brought forward in August.

North Idaho College – Industry Sector Grant

Dental providers in North Idaho have reached out to North Idaho College to produce more trained dental hygienists and dental assistants. The current space available for the programs is insufficient. To meet employer's need NIC plans to move their program to an existing facility located at the college's main campus. NIC is currently renting a facility and anticipates the cost of the lease to increase substantially over the next year. The new location will require new equipment and renovations to accommodate an increase to the number of individuals trained. The renovation of the facility will increase capacity for the dental hygiene program by adding annual entry rather than every other year entry. It will also allow the program to add 10 additional seats maintaining 25 students each year as opposed to 15 students every other year. The dental assisting program will see a smaller increase, accommodating 2 additional students each year once the renovation is complete.

WDTF Request: \$554,804

Motion by Ms. Swanson to approve the North Idaho College Industry Sector Grant in the full amount of \$554,804. Second by Ms. Griffin.

Discussion:

The grant seems to fit within the WDTF policies and NIC has a strong track record with WDTF grants.

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It is nice to have cash match. The idea of funding a facility means long-term investment and ability to keep training. It would also expand the program.

Was there any look at what the wages are?

- \$28,765 for dental assistants
- \$49,862 for dental hygienist

There is a large demand in North Idaho for dental hygienists and assistants.

Is there assurance that NIC will fill the slots with students?

- NIC has a waitlist right now for the program. This would allow NIC to have additional seats to fill.

Motion carried.

Idaho Veteran Chamber of Commerce Request

The WDC's council member Oscar Evans and Ms. Secrist have been working closely since November as the new Idaho Veterans Chamber of Commerce (IVCC) is starting up. The IVCC is creating committees for each of their focus areas that will drive their ongoing initiatives. Mr. Evans and Ms. Secrist have been working with IVCC on the workforce and education focus areas. The IVCC has sent the WDC a request to create a permanent seat on their workforce committee for a WDC member. Mr. Evans is willing to fill this role if the Executive Committee is in support. It is important that the WDC maintains a good relationship with the IVCC.

The WDC is working with IVCC to get information on transitioning service members who intend to come back to Idaho. The National Defense Authorization Act included language that the DOD could release information to the state on the service members who intend to go back to the indicated state. Ms. Secrist and Mr. Evans are working on a data sharing agreement. Once that is complete, the chamber will be involved in reaching out to the service members wanting to return to Idaho.

Motion by Ms. Griffin to agree to the Idaho Veterans Chamber of Commerce request to designate a seat on their workforce transition committee for a WDC representative selected by the Council. Second by Ms. Swanson.

Discussion:

This is a great way to help veterans and get employers more employees. This will be a great program for Idaho.

Motion carried.

July 14 Council Meeting Agenda Review

The committee reviewed the July 14 Council Meeting Agenda. Please see attached document.

Discussion:

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A key component of the meeting is an activity to continue the strategic planning process through a board development activity. The Executive Committee members will lead the small groups for this activity.

At the July meeting, there will be a handful of proxies. Will it be difficult to engage them in the board development activity?

- The individuals who are proxies are actively engaged in the Council and should have no problems participating in the activity.

This will also help the council members get to know each other.

Executive Director Updates

The WDC formally submitted a request to change our statute to remove the sentence that states youth participants cannot be state employees and receive benefits. Ms. Secrist has been working with Mr. Hahn and the Governor's Office to make sure there are no unintended implications from removing the language.

CNA Program

During the pandemic the certified nursing assistant program came to a complete standstill. The testing for CNA's shut down because it was hard to place students in clinical facilities. This has opened many issues around who has statutory authority over the nursing assistant program. There is nothing in legislation that says who oversees the program. There are currently two agencies trying to support the CNA program but neither have authority over it.

The WDC, CTE, and IDHW have been working with the Office of Performance Evaluation to find out if an audit of the program would be beneficial.

A 24-hour review of the program will be conducted. The review will include researching the issue, looking at best practices, and coming up with recommendations to resolve the issues.

WDTF Evaluation

The WDC staff is starting the evaluation of the WDTF. Typically, enough grants close out every 2-years for the WDC do conduct an evaluation on the return on investment. Ms. Secrist reviewed the evaluation questions the Policy and Grant Review Committees created a few years ago. Please see attached document. There should be enough data this year to answer all the evaluation questions.

Discussion:

Does the Committee have ideas of additional questions for the evaluation?

- Tracking repeat grant requestors.
 - This is something that will be discussed at the joint Policy and Grant Review meeting. This will need to be addressed in policy.

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Can the WDC request employee contact information to follow-up with the trainees after the 2-years of the grant are over?

- That could be done with any grant. The WDC staff is doing it now for Launch.

IDOL is going to evaluate the effectiveness of the data points to then enable the WDC to make changes to the WDTF applications, etc.

Does the Committee have any feedback for the Joint Policy and Grant Meeting?

- Here are a few key things the Executive Committee would like the two committees to discuss:
 - Cap on employer grants
 - Repeat applicants
 - Eligible Expenditures
 - Incomplete applications
 - This information needs to be tracked.
 - It would provide insight into if there are things, we can do to better serve employers.
 - Unspent grant funds
 - WDTF Balance
 - Business Engagement/Outreach
 - Training Transferability
 - Quantitative Funding Model
 - WDTF grant applications

Once the grant is closed, the WDC does not hear if the grant was successful and if the program is still running. It would be nice to see a final report on the project.

- All employers complete a quarterly report that has some of that information. NIC does a great job of putting together grant summaries to show the results of the project. This could be required of all grantees.
- It would be nice to see the data and put the summaries up on the WDC website.
- Each time a grant is approved, Mr. Thomsen creates a sheet that goes out internally to create press release, etc. This could be done on the back end as well.

Executive Committee Discussion Topic – Impact of Pandemic on Women in the Workplace

As presented at a recent Western Governor's Association meeting there is a large number of women who were in jobs that were immediately lost at the start of the pandemic (nail technicians, teachers, etc.). Many women stepped out of the workforce to teach their children. Many daycares closed (often run by women) so there was no place to take children for care.

The presentation also discussed what we can do for women to help more of them find careers that are not in peril of a public health emergency and what to do about the shortage in childcare options.

Discussion:

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Does the council want to do anything on this topic?

- Those who wanted to continue to work figured out a way to work remotely. People are looking for jobs that are not traditional 8-5 jobs. They want flexibility to work around kids, family, etc. This has led to a calmer way of life.
- Childcare is a big problem that was exacerbated by COVID. It will be a long-term problem in Idaho and will impact the pipeline if more childcare does not become available. This is a big concern.
- Infant childcare is expensive, so Idahoans have to be able to make a livable wage.
- The WDC needs to advocate for childcare.
- Childcare is a job. If the WDC can help get more individuals into childcare, then that might help fill the workforce gap.
- There are a lot of entities working on the childcare issue. Maybe one of them can present to the Council.
- The Governor's Office is also interested in this topic.
- The Executive Committee suggested that after doing more research it might make sense to talk to the Policy Committee about funding a subsidy for childcare.

The Committee would like Ms. Secrist to discuss this topic with the Governor's Office and gather more data and information on the topic. Ms. Secrist will ask Mr. Shaul to incorporate some of the data into his presentation to the full Council next week. Ms. Secrist can also work with CTE on their Early Childhood Education programs.

Motion by Mr. Maloney to adjourn. Second by Mr. Kolb. Motion carried.
Adjourned at 3:31 p.m.