

**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

### **Workforce Development Policy Committee Minutes**

**Date:** Thursday, May 27, 2021

**Time:** 9:00 a.m. – 10:00 a.m.

**Committee Members:** BJ Swanson, Jason Hudson, Christi Gilchrist, Todd Schwarz, John Smith, Scott Syme, Jani Revier, Tom Kealey, Tom Schultz, Clay Long, Lori Barber

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

**Guests:**

**Call to Order at 9:01 a.m.**

**Roll Call** – Quorum Met

**Review Agenda** – No changes to the agenda

**Review April 20, 2021 Meeting Minutes**

**Motion by Mr. Hudson to approve the April 20, 2021 Meeting Minutes as written. Second by Mr. Schwarz. Motion carried.**

**Update to Apprenticeship Incentive Policy**

Please see the attached document for apprenticeship incentive policy updates.

Discussion:

When the draft policy was put together, parts of the existing employer grant program policy were used. One of the sections copied over was contractual terms. In the contractual terms for employer grant, it states “only full-time, non-seasonal employees are reimbursable.” School-to-Registered-Apprenticeship (STRAP) programs typically support part-time students since they are still in school. If we don’t provide an exemption, employers would not be able to utilize the incentive for STRAP.

**Motion by Mr. Smith to recommend approval of the update to the Apprenticeship Incentive Policy to the full Council. Second by Mr. Schwarz. Motion carried.**

**Launch Course Approvals**

Please see the attached document for Launch Courses Seeking Approval.

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Is the grant writing course an Ed to Go course?

- Yes, it is.

**Motion by Mr. Hudson to approve the addition of Pharmacy Tech training to Idaho Launch. Second by Mr. Long.**

Mr. Schwarz abstains.

**Motion carried.**

**Motion by Mr. Schwarz to approve the addition of CNA training to Idaho Launch. Second by Mr. Smith.**

Ms. Gilchrist abstains.

**Motion carried.**

What is the length of the administrative assistant fundamentals course?

- 60 days and 20 contact hours.

**Motion by Mr. Schwarz to approve the addition of Administrative Assistant Fundamentals training to Idaho Launch. Second by Mr. Smith. Motion carried.**

**Due to a lack of a motion to approve the addition of the Grant Writing Suite training, it will not be added to Idaho Launch.**

### ***Launch Provider Assessment***

Ms. Solace created the assessment based on discussions from the last few Policy Committee meetings. Ms. Solace and Ms. Secrist are getting requests from providers (mostly private providers) to add their courses to Idaho Launch. Ms. Solace put together an assessment for the courses to help staff decide which courses will come before the Committee for approval.

Please see the attached document for Launch Provider Assessment.

Discussion:

Is there a specific sector that the course requests are coming from?

- The requests are from many different areas (even from entities outside of Idaho).
- Providers are requesting training that is already being offered by the institutions.
  - If the training is provided by a public institution, the WDC would work with the public institution instead of the private.

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- If a training is offered at a postsecondary institution but an individual is not able to take the training due to capacity issues at the institution, the individual should have other provider options available (this is referring to a waitlist and not a lack of student participation).
- Initially, the WDC worked with a consultant to match the skills needs of employers to the trainings offered at the institutions. If a skill was not matched with a training at one of the Idaho institutions, then a private institution was matched up with it.

Following the decision matrix, if all the answers are no, what would the process look like for the WDC staff to find a provider?

- Staff finds a point of contact at the provider, and then sets up an introductory meeting to discuss Idaho Launch and what the program offers. If the provider is interested in working with the WDC, staff works to put an MOU in place.
- How are potential training providers identified and is there any risk of providers complaining we did not approach them about training opportunities?
  - It is possible that a provider could complain. The staff is using their networks and the workforce training network to find providers.
  - Ms. Gilchrist has been looking at the quality of training programs to ensure Idahoans are receiving the best training possible.

If any committee members have additional thoughts or changes, please send them to Ms. Solace. Ms. Solace will bring the assessment back to the Committee next month for approval.

### ***Draft Changes to Innovation Grant to Support Work-Based Learning***

At the April Council meeting, the Council started discussing how to support work-based learning (WBL) through existing WDTF grant programs. Ms. Secrist looked at the innovation grant policy to see if there was a way to adapt the program to support WBL projects. The WDC staff does not have the capacity to create a new grant program dedicated to WBL, but Ms. Secrist was able to suggest a few changes to the innovation grant policy to meet the WBL needs.

Please see attached document for updates.

#### **Discussion:**

The innovation grant program already allows the funds to be utilized for programs that address local needs, connect individuals to careers, and in some cases provide training. The innovation grant program allows for more flexibility than the sector grant program.

The TPM Finance Training would be a beneficial asset to the Committee. Ms. Gilchrist will find the information from the training and will provide it to the Committee.

What can the Committee do to ensure that every project is not being classified as an innovation grant if there is no cap on the funding?

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- The cap would only be eliminated if the project supports WBL or is serving multiple regions of the state.
- There is a defined set of programs that fall into the realm of WBL – which are currently on the Idaho Leader Continuum. The WDC is working with the State Board of Education to formalize the definitions, so they can be used statewide.

The Committee is in full support of moving forward with the policy. Ms. Secrist will bring back a final draft to the next meeting for approval.

### ***In-Demand Occupations Tool***

In June, the Committee will see a demo of the new in-demand occupations tool from IDOL. IDOL and the WDC have been working across all the partners to ensure that the tool will meet everyone's needs.

**Motion by Mr. Smith to adjourn. Motion carried.**

**Adjourned at 9:57 a.m.**