

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
Chair

**Wendi Secrist**  
Executive Director

**B. J. Swanson**  
Vice Chair

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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Tuesday, April 13, 2021

**Time:** 3:30 p.m. – 5:00 p.m.

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

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

**Guests:**

**Call to Order at 3:31 p.m.**

**Roll Call** – Quorum met

**Review Agenda**

Ms. Nielebeck noted that the agenda should say April 13 instead of February 13.

**\*Review March 11, 2021 Meeting Minutes**

**Motion by Ms. Brown to approve the March 11, 2021 Meeting Minutes as written. Second by Mr. Maloney. Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - March 31, 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	\$283,697	\$111,603	\$96,700	\$63,188	\$33,512	\$70,000	\$35,678	\$34,322	\$562,000	\$382,563	68%	\$179,437
<b>PERSONNEL</b>	<b>\$395,300</b>	<b>\$283,697</b>	<b>\$111,603</b>	<b>\$96,700</b>	<b>\$63,188</b>	<b>\$33,512</b>	<b>\$70,000</b>	<b>\$35,678</b>	<b>\$34,322</b>	<b>\$562,000</b>	<b>\$382,563</b>	<b>68%</b>	<b>\$179,437</b>
Administrative Services & Supplies	\$6,000	\$1,051	\$4,949	\$1,000	\$4	\$996	\$675	\$968	-\$293	\$7,675	\$2,023	26%	\$5,652
Communication Costs	\$4,000	\$5,125	-\$1,125	\$0	\$0	\$0	\$300	\$210	\$90	\$4,300	\$5,335	124%	-\$1,035
Computer Services & Supplies	\$26,500	\$14,982	\$11,518	\$0	\$0	\$0	\$29,320	\$2,053	\$27,267	\$55,820	\$17,035	31%	\$38,785
Employee Development, Memberships & Subscriptions	\$7,500	\$338	\$7,162	\$21,500	\$17,074	\$4,426	\$0	\$0	\$0	\$29,000	\$17,411	60%	\$11,589
Employee Travel Costs	\$25,000	\$446	\$24,554	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$446	2%	\$24,554
Contracts, Events, & Other Council Activities	\$528,500	\$96,514	\$431,986	\$24,300	\$0	\$24,300	\$30,000	\$0	\$30,000	\$582,800	\$96,514	17%	\$486,286
Rentals & Operating Leases	\$8,500	\$5,201	\$3,299	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$5,201	61%	\$3,299
<b>OPERATING</b>	<b>\$606,000</b>	<b>\$123,657</b>	<b>\$482,344</b>	<b>\$46,800</b>	<b>\$17,078</b>	<b>\$29,722</b>	<b>\$60,295</b>	<b>\$3,230</b>	<b>\$57,065</b>	<b>\$713,095</b>	<b>\$143,965</b>	<b>20%</b>	<b>\$569,130</b>
<b>Grand Total</b>	<b>\$1,001,300</b>	<b>\$407,354</b>	<b>\$593,947</b>	<b>\$143,500</b>	<b>\$80,266</b>	<b>\$63,234</b>	<b>\$130,295</b>	<b>\$38,908</b>	<b>\$91,387</b>	<b>\$1,275,095</b>	<b>\$526,528</b>	<b>41%</b>	<b>\$748,567</b>
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,026,727	\$10,723,273				\$619,705	\$213,313	\$406,392				

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<b>WDTF Financial Summary - March 1, 2021</b>	
WDTF Cash Balance 3-1-21	\$15,668,795
Revenue	\$12,658
Interest	\$5,050
Payments	\$203,654
<b>WDTF Cash Balance 3-31-21</b>	<b>\$15,482,848</b>
Obligated Employer Grants	\$1,052,187
Obligated Industry Sector Grants	\$3,076,355
Obligated Innovation Grants	\$123,662
*Obligated Outreach Projects & Allocated Budget	\$946,640
Short Term Financial Assistance Program	\$1,841,479
FY 21 WDTF Admin Costs	\$593,947
<b>WDTF Obligated Balance</b>	<b>\$7,634,270</b>
<b>Unobligated Balance</b>	<b>\$7,848,579</b>
Proposals Under Review	\$2,594,671
<b>Unobligated Balance if all funded</b>	<b>\$5,253,907</b>

\*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			
May			
June			
<b>FY21 Totals</b>	<b>\$2,676,537</b>	<b>\$57,083</b>	<b>\$15,945</b>

**Discussion**

Has the WDC Staff seen an increase in WDTF Reimbursement requests?

- Ms. Ames just sent out a reminder to grantees that it is time to submit for quarterly reimbursements. Right now, the number requesting is about the same as last quarter.
- The Grant Review Committee was not able to meet quorum at the April meeting so there are quite a few proposals under review.

**Council Meeting Preparation**

**Board Development Activity**

Ms. Solace reviewed the Board Development Activity that will be conducted at the April 14 meeting. Please see attached document.

**Discussion**

The WDC staff is working with Jan Salisbury on the board development activity. The activity will take the work done at the January council meeting and get the WDC’s message into the Council member’s voices.

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### **WIOA Local Area Set-Asides**

Ms. Secrist reviewed the WIOA Local Area Set-Aside Memo. Please see attached document.

#### Discussion

Last June, The Executive Committee went through the process of allocating the WIOA Local Area Set-Asides. As the State and Local Board, the WDC is responsible for distributing WIOA funds to the Local Areas annually. These funds are used to fund WIOA Activities. Some of these activities are required and some are optional. The WDC needs to start this process now without having all the information or data so the WIOA funds can be allocated at the start of the new fiscal year. The document Ms. Secrist reviewed has estimated funding totals, but the final numbers will not be available until July.

Ms. Secrist anticipates the promotion of Registered Apprenticeships and the Justice Involved Youth programs will have some saving since the programs started up a little later than expected.

### **Council Committees – Membership Makeup & Transitions**

Ms. Brown is stepping down from the Council and Hope Morrow will be taking her seat. Ms. Morrow will be dedicated to workforce issues for INL and will be a great asset to the Council. Ms. Brown will still be advocating for the Council at the Capitol.

Ms. Secrist reviewed the updates to committee memberships. Please see attached document.

#### Discussion

Over the past 6 months, many council and committee members have been shifting. It is important to start thinking about possible succession for individuals who may be leaving the Council or Committees in the future. Ms. Secrist would like to get a member from one of Idaho's tribes on the Council. The position would have to represent tribal enterprises since many of them have become very large employers in their regions.

The Executive Committee expressed that more council members need to be added to the WBL Committee.

- Maybe a member of the Grant Review Committee could be moved to the WBL Committee.
  - It is important to ensure private sector individuals are on the Grant Review Committee. We want the private sector to drive the Grant Review Committee decisions.
- Sherry Maupin has expressed interest in joining the WBL Committee. Lori Barber is also willing to step in wherever we ask her to.

The Outreach Committee is a large committee. Reevaluation of the membership would be beneficial. The challenge is ensuring the Outreach Committee has a broad representation, while ensuring a quorum can be achieved at meetings.

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It would be nice to get a few private sector representatives on the One-Stop Committee.

Someone from Eastern Idaho should be added to the Executive Committee. It would be valuable to see how the Committee membership is set up geographically. It is important to get the Governor's input on the options.

If the Executive Committee members have additional feedback on the makeup of the WDC Committee, please send them to Ms. Secrist.

Ms. Nielebeck will provide a new council member roster to the council.

### ***Executive Director Updates***

Ms. Secrist sent the Executive Summary of the Nuclear Survey to the Committee members. If anyone has questions about the survey, send them to Ms. Secrist.

Governor Little will be speaking at the April 14 Council Meeting. He is going to reiterate the discussion he had with Ms. Secrist and Ms. Hoehne on the importance of unity of purpose. He wants to show his support for the board development activity. The Committee should come prepared with questions they may have for the Governor.

**Motion by Ms. Brown to adjourn. Second by Mr. Maloney. Motion carried.**  
**Adjourned at 4:53 p.m.**