

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
Chair

**Wendi Secrist**  
Executive Director

**John Young**  
Vice Chair

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

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, January 13, 2022

**Time:** 2:00 p.m. – 3:30 p.m.

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

**Staff:** Paige Nielebeck, Wendi Secrist, Amanda Ames, Stacy James, Jeffrey Bacon, Caty Solace,

**Guests:**

**Call to Order at 2:01 p.m.**

**Roll Call** – Quorum Met

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

**\*Review December 9, 2021 Meeting Minutes**

**Motion by Mr. Young to approve the December 9, 2021 meeting minutes as written. Second by Mr. Kolb.**

**Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - December 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	\$403,100	\$194,186	\$208,914	\$98,800	\$49,565	\$49,235	\$82,500	\$42,169	\$40,331	\$584,400	\$285,920	49%	\$298,480
<b>PERSONNEL</b>	<b>\$403,100</b>	<b>\$194,186</b>	<b>\$208,914</b>	<b>\$98,800</b>	<b>\$49,565</b>	<b>\$49,235</b>	<b>\$82,500</b>	<b>\$42,169</b>	<b>\$40,331</b>	<b>\$584,400</b>	<b>\$285,920</b>	<b>49%</b>	<b>\$298,480</b>
Administrative Services & Supplies	\$6,000	\$1,541	\$4,459	\$1,000	\$145	\$855	\$440	\$0	\$440	\$7,440	\$1,686	23%	\$5,754
Communication Costs	\$7,500	\$5,057	\$2,443	\$0	\$0	\$0	\$360	\$150	\$210	\$7,860	\$5,207	66%	\$2,653
Computer Services & Supplies	\$26,500	\$16,363	\$10,137	\$0	\$0	\$0	\$300	\$446	-\$146	\$26,800	\$16,809	63%	\$9,991
Employee Development, Memberships & Subscriptions	\$7,500	\$2,015	\$5,485	\$17,575	\$900	\$16,675	\$1,000	\$0	\$1,000	\$26,075	\$2,915	11%	\$23,160
Employee Travel Costs	\$14,900	\$4,589	\$10,311	\$0	\$982	-\$982	\$1,500	\$0	\$1,500	\$16,400	\$5,572	34%	\$10,828
Contracts, Events, & Other Council Activities	\$528,500	\$116,268	\$412,232	\$31,425	\$14,740	\$16,685	\$26,400	\$0	\$26,400	\$586,325	\$131,008	22%	\$455,317
Rentals & Operating Leases	\$8,500	\$4,498	\$4,002	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$4,498	53%	\$4,002
Government Overhead & Insurance	\$3,000	\$2,732	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$2,732	91%	\$268
<b>OPERATING</b>	<b>\$602,400</b>	<b>\$153,062</b>	<b>\$49,338</b>	<b>\$50,000</b>	<b>\$16,767</b>	<b>\$33,233</b>	<b>\$30,000</b>	<b>\$596</b>	<b>\$29,404</b>	<b>\$682,400</b>	<b>\$170,425</b>	<b>25%</b>	<b>\$511,975</b>
Grand Total	\$1,005,500	\$347,248	\$658,252	\$148,800	\$66,332	\$82,468	\$112,500	\$42,765	\$69,735	\$1,266,800	\$456,345	36%	\$810,455
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	\$1,564,614	\$10,185,386				\$636,500	\$244,245	\$392,255				

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
*Chair*

**Wendi Secrist**  
*Executive Director*

**John Young**  
*Vice Chair*

**WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

WDTF Financial Summary - December 2021	
WDTF Cash Balance 12-1-21	\$15,727,273
Revenue	\$15,741
Interest	\$3,660
Payments	\$465,226
WDTF Cash Balance 12-31-21	\$15,281,448
Obligated Employer Grants	\$2,394,609
Obligated Industry Sector Grants	\$5,692,993
Obligated Innovation Grants	\$596,207
*Obligated Outreach Projects & Allocated Budget	\$706,528
**Short Term Financial Assistance Program	\$2,165,615
FY 22 WDTF Admin Costs	\$449,338
<b>WDTF Obligated Balance</b>	<b>\$12,005,290</b>
<b>Unobligated Balance</b>	<b>\$3,276,158</b>
Proposals Under Review	\$1,000,000
<b>Unobligated Balance if all funded</b>	<b>\$2,276,158</b>

\*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	\$15,741	\$3,660	
January			
February			
March			
April			
May			
June			
<b>FY22 Totals</b>	<b>\$1,898,215</b>	<b>\$22,084</b>	<b>\$57,072</b>

This is the lowest unobligated balance since the WDC became an independent agency in 2018.

**Discussion:**

Does the Grant Review Committee need to change how it operates or is it business as usual?

- Ms. Secrist expects at least another \$2 million in revenue over the course of the fiscal year.
- The Grant Review Committee should be thoughtful when making funding decisions and utilize the rubrics. The rubrics will help refine what is funded and what is not.
- The WDC will receive an infusion of dollars for workforce training, if approved by the Legislature.

**WDTF Extension: CEI – GPS/GIS**

The WDC Awarded the CEI GPS/GIS grant in April of 2020. CEI is requesting an additional 6 months to meet their contract targets. They have had a hard time with staffing. Many of the staff have other jobs besides working on the GPS/GIS program. CEI finally has the staff and student interested in the program to get it up and running. The scope of work requires the weather to be better so CEI will not be able to start anything until April. Currently their contract ends in March.

**Motion by Ms. Leonard to grant CEI a 6-month extension for their GPS/GIS WDTF grant. Second by Mr. Kolb. Motion carried.**

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

### ***Executive Director's Report***

#### **Good Jobs Challenge Update**

The WDC finished the draft of the Good Jobs Challenge application. A couple of consultants volunteered to review the application and provide the WDC with feedback. Representative Matthias brought the consultants to the table to assist us. The deadline for the application is February 10. The WDC staff is sending out requests for letters of support.

#### **Teacher Externship Program**

Applications for the externship program are open. Mr. Thomsen sent an email to the Council members letting them know how to sign up to host an extern. The goal is to have 40-45 externs.

#### **March Council Meeting**

The conference room the WDC normally uses for meetings is booked already. Ms. Nielebeck is having trouble finding space that is large enough for the Council to social distance. The COVID numbers are also increasing rapidly.

Discussion:

Does the Committee want to do a virtual or in-person meeting?

- If the staff can wait until the beginning of February to decide, then the COVID numbers may drop off.
- Hybrid options are not manageable for staff.

#### **Webinar**

There is an opportunity for the Executive Committee and WDC Staff to attend the California Workforce Association Webinar on January 20. Does the Committee want to attend?

- Ms. Hoehne, Ms. Leonard, and Mr. Kolb will attend the webinar.
- Ms. Nielebeck will complete registrations for the participants.

#### ***WIOA Adult & Dislocated Worker Contract – Carryover Funds***

Equus took over the WIOA Adult & Dislocated Worker contract on October 1. The final accounting is complete for the funds allocated to IDOL between July 1 and September 30 and there are carry-in funds that need to be allocated to Equus. There is also about \$90k in rapid response funding that will go back to USDOL if they are not spent by June 30.

Ms. Secrist reviewed the WIOA Adult & Dislocated Worker Carryover Funds. Please see attached document.

**Motion by Mr. Young to approve the allocation of carryover funds for the local areas as presented, giving the Executive Director the authority to make adjustments in the allocations between SDAs 1-5 in the Balance of State Local Area for this contract amendment only, as long as there is concurrence from the AE and service provider. Second by Ms. Leonard. Motion carried.**

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

### ***Next Steps Connections***

The Council discussed Next Steps Idaho Connections at the December council meeting. Vista Outdoor is going to sponsor Lewiston HS to use the program.

#### Discussion:

Young Construction would like to support Coeur d'Alene HS. Ms. Solace will be in touch to start moving forward on that process.

Ms. Hoehne would like to target a school in Fremont County. Ms. Solace will reach out to Ms. Hoehne to get started.

Ms. Solace is creating materials to help the Council talk about Next Steps Connections to employers. The information will let employers know there is a buy-in point on every level (from free up to supporting several schools). IBE has a grant open for Next Steps Connections. Just under \$20,000 is available to sponsor schools. So far, IBE has had 15 applications.

The WDC is breaking new ground with Next Steps Connections. There is also postsecondary interest in the program. Ms. Solace connected Nepris with CWI's Workforce Training Center to see if the program will work for them. An amendment might need to be made to the contract so support postsecondary participation.

### ***Idaho Launch Evaluation Elements***

At this point, the WDC is very close to being able to match the first set of data to wage records to measure return on investment. The WDC staff would like to present the data to the Council in March.

#### Discussion:

Are there certain things the Committee would like the staff to gather (data, answers to questions, etc.)?

- How many of the truck drivers are female?
- Hear some of the success stories.
- Lessons learned.
- Completion and drop out data.
  - Programs stopped.
  - Who they were.
  - Who is passing.
  - Etc.
- What trainings no one has taken advantage of and why.
- Are there cross references between Launch and programs the WDC has funded?

An updated employer survey is being worked on. This will help refresh data and ensure that the programs being offered through Launch are valuable to employers.

Please send over any additional questions or thoughts to Ms. Solace.

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

### ***Governor's FY23 Budget Recommendation***

Ms. Secrist reviewed the Governor's FY23 Budget Recommendations. Please see attached documents.

Discussion:

The WDC needs to think about how to define in-demand occupations.

Why are for-credit programs not being offered through Launch?

- The program was created to cover the gap in programs that do not qualify for federal financial aid. Generally, for-credit programs qualify for financial aid. Offering for-credit opportunities could impact student qualifications for financial aid. The Policy Committee is still looking into it.

Why do Launch participants pay for part of their training?

- The Policy Committee thought it was important for participants to have a little stake in their training. It helps the program have a lower drop rate.
- Sometimes employers cover the rest of the cost of the training or other state funded programs cover the rest of the cost.

Ms. Secrist met with the industry association CEOs to review the Governor's budget recommendations.

If an employer was able to write off childcare benefits, that might be a big selling point for a childcare program.

The phrase "on-site childcare" needs to be changed. Some entities do not have room at their locations to provide on-site childcare.

### ***Executive Committee Open Discussion***

The Snake River Chapter for Safety Professionals and Idaho Department of Fish and Game both received information about the externship program. Hopefully each one will decide to take an extern.

Mr. Plothow from IBE presented at the Eastern Idaho Rotary Club on apprenticeship programs. The presentation provided a lot of helpful information.

### **Local Community Engagement**

Ms. Hoehne has been talking with the president of the HR Association. It is important that HR Professionals are knowledgeable about workforce programs. Ms. Hoehne is going to work with a few individuals to build a network with HR Professionals. HR Professionals can help bring programs into businesses in Idaho (Launch, items in the Governor's budget, etc.).

### **Outreach Committee**

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 West Main Street, Boise, Idaho 83735-0510

One of the approved costs for the Outreach funds, is to share information on the WDTF, create, and grow collaboration. A toolkit has been created for Idaho Launch. The toolkit has its own URL on the Launch site. The toolkit has been very useful in spreading the word about Launch. The WDC staff would like to put together a similar toolkit for the Council members on all WDC programs. This would allow Council Members to have a place where all WDC program information is stored. This will be brought to the Outreach Committee at the next meeting.

**Motion by Mr. Kolb to adjourn. Second by Mr. Young. Motion carried.**  
**Adjourned at 3:30 p.m.**