

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, March 10, 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, Caty Solace, Jeffrey Bacon, Matthew Thomsen, Stacy James

Guests:

Call to Order at 2:04 p.m.

Roll Call – Quorum met

Review Agenda – No changes to the agenda

***Review January 13 and February 10, 2022 Meeting Minutes**

Motion by Mr. Young to approve the January 13 and February 10, 2022 Meeting Minutes as written. Second by Ms. Griffin. 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 | \$236,376 | \$146,524 | \$98,800 | \$63,649 | \$35,151 | \$82,500 | \$55,002 | \$27,498 | \$584,400 | \$375,226 | 64% | \$209,174 |
| PERSONNEL | \$403,100 | \$236,376 | \$146,524 | \$98,800 | \$63,649 | \$35,151 | \$82,500 | \$55,002 | \$27,498 | \$584,400 | \$375,226 | 64% | \$209,174 |
| Administrative Services & Supplies | \$6,000 | \$1,873 | \$4,127 | \$1,000 | \$170 | \$830 | \$440 | \$16 | \$424 | \$7,440 | \$2,058 | 28% | \$5,382 |
| Communication Costs | \$7,500 | \$7,107 | \$393 | \$0 | \$0 | \$0 | \$360 | \$240 | \$120 | \$7,860 | \$7,347 | 93% | \$513 |
| Computer Services & Supplies | \$26,500 | \$16,715 | \$9,785 | \$0 | \$0 | \$0 | \$300 | \$613 | -\$313 | \$26,800 | \$17,328 | 65% | \$9,472 |
| Employee Development, Memberships & Subscriptions | \$7,500 | \$772 | \$6,728 | \$17,575 | \$1,100 | \$16,475 | \$1,000 | \$0 | \$1,000 | \$26,075 | \$1,872 | 7% | \$24,203 |
| Employee Travel Costs | \$14,900 | \$4,831 | \$10,069 | \$0 | \$1,078 | -\$1,078 | \$1,500 | \$0 | \$1,500 | \$16,400 | \$5,910 | 36% | \$10,490 |
| Contracts, Events, & Other Council Activities | \$528,500 | \$149,961 | \$378,539 | \$31,425 | \$15,340 | \$16,085 | \$26,400 | \$0 | \$26,400 | \$586,325 | \$165,301 | 28% | \$421,024 |
| Rentals & Operating Leases | \$8,500 | \$5,988 | \$2,512 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,500 | \$5,988 | 70% | \$2,512 |
| Government Overhead & Insurance | \$3,000 | \$2,732 | \$268 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,000 | \$2,732 | 91% | \$268 |
| OPERATING | \$602,400 | \$189,980 | \$412,420 | \$50,000 | \$17,688 | \$32,312 | \$30,000 | \$868 | \$29,132 | \$682,400 | \$208,537 | 31% | \$473,863 |
| Grand Total | \$1,005,500 | \$446,556 | \$558,944 | \$148,800 | \$81,337 | \$67,463 | \$112,500 | \$55,870 | \$56,630 | \$1,266,800 | \$583,763 | 46% | \$683,037 |

| STATE EXPENDITURE CATEGORY | TOTAL BEGINNING BUDGET | TOTAL YTD Spent | TOTAL ENDING BALANCE |
|--|------------------------|-----------------|----------------------|
| TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements) | \$11,750,000 | \$2,107,976 | \$9,642,024 |
| | \$636,500 | \$323,035 | \$313,465 |

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| WDTF Financial Summary - February 2022 | |
|---|---------------------|
| WDTF Cash Balance 2-1-22 | \$15,152,146 |
| Revenue | \$532,462 |
| Interest | \$3,582 |
| Payments | \$322,007 |
| WDTF Cash Balance 2-28-22 | \$15,366,182 |
| Obligated Employer Grants | \$2,187,242 |
| Obligated Industry Sector Grants | \$6,056,410 |
| Obligated Innovation Grants | \$551,982 |
| *Obligated Outreach Projects & Allocated Budget | \$705,328 |
| **Short Term Financial Assistance Program | \$1,911,775 |
| FY 22 WDTF Admin Costs | \$412,420 |
| WDTF Obligated Balance | \$11,825,157 |
| Unobligated Balance | \$3,541,025 |
| Proposals Under Review | \$506,916 |
| Unobligated Balance if all funded | \$3,034,109 |

*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 | \$187,079 | \$3,632 | |
| February | \$532,462 | \$3,582 | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| FY22 Totals | \$2,617,756 | \$29,298 | \$57,072 |

The WDC should see another \$1 million transferred into the WDTF between March and June.

FY23 Budget Update

Budget setting was this morning. Ms. Secrist still has a few questions about JFAC’s recommendation. The childcare line-item was taken out of the regular budget and put into a supplemental. JFAC only recommended \$15 million for the childcare expansion grants. Ms. Secrist is unsure if that is \$15 million this year and an additional \$15 million the following year or if it is \$15 million this year and then will get reappropriated next fiscal year. With it being an FY22 supplemental, as soon as it is signed into law the WDC can start working on the program.

The two positions attached to the childcare line-item are not showing as having personnel costs attached to them in FY23. LSO and DFM are working to find out what this means. If the FTPs are not approved for FY23, it would require action from the Governor to authorize them.

In the WDC budget, the admin assistant position was approved. There are no concerns around it.

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The \$50 million for workforce training shows up as \$25 million for FY23 with another \$25 million earmarked next fiscal year (it will require legislative approval). The two positions attached do show up in the budget, but do not show the second year of funding. This should all be resolved by tomorrow.

The CNA Advisory Committee was put into the WDC budget, and the Legislature wants a report by December 1, 2022.

WIOA Youth Transfers between Service Delivery Areas

This is specific to the WIOA Youth Programs run by IDOL. The WDC has been monitoring their budget over the past 6 months. Ms. Secrist reviewed the budget. Please see attached document.

Discussion:

It is great that the WDC is willing to act and move funding if it is not being utilized.

Is there a narrative on why SDA 1 is failing to reach their goals?

- SDA 1 is struggling to find the youth. The WDC is trying to provide technical assistance to them before providing any type of corrective action.

Motion by Mr. Kolb to approve the WIOA Youth Transfer of funds as presented. Second by Ms. Griffin. Motion carried.

WIOA Youth Incentives

During IDOL's presentation on the Summer Work Experience Project at the December Council meeting, IDOL raised concerns about the pay (which the council increased) for participants and some of the other incentives provided to youth. The next step would be to take the incentives to the One-Stop Committee for review and modifications.

Ms. Secrist reviewed the current youth incentives and the proposed changes to the incentives. Please see attached documents.

Motion by Mr. Young to temporarily approve the changes to the WIOA Youth Incentives as presented until the Council reviews it at the June meeting. Second by Mr. Kolb. Motion carried.

2022 WIOA State Plan Update

Ms. Secrist reviewed the 2022 WIOA State Plan Update. Please see attached document.

Motion by Ms. Griffin to approve submission of the 2022 WIOA State Plan Update as presented. Second by Mr. Young. Motion carried.

Executive Director's Report

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The WDC was contacted by the Legislative Services Office (LSO) and the WDC is being audited (it is a management review) this Spring. Last week the LSO representatives met with us to go over the basics of the audit. Next week they will begin coming into the office to go through internal controls, policies, etc. and ensure the WDC is following them. Last spring, the WDC went through a mini audit by the State Controller's Office, and they had no concerns. LSO would not conduct an audit until the WDC had 3 years of financial data. If the WDC gets over a certain level of federal spending, then USDOL may do a single audit. LSO will send any findings to the WDC and to the Legislature. Any findings will be shared with the full Council.

The legislation the WDC proposed this year passed the Senate and is going on to third reading in the House. Ms. Solace did a presentation to House Education, and it went well. House Education unanimously voted to send the legislation to the House for a full vote.

The WDC has an opportunity to apply for a Vista Volunteer. The volunteers have to find a position supporting workforce or economic development projects. Ms. Secrist is interested in applying. A Vista might be able to help with communications work around all the WDC's projects.

The SBOE and WDC are having a joint executive committee meeting on April 14. This meeting is in-person at the CTE Conference Room. Ms. Nielebeck will send out a meeting invite.

Review March 16 Council Meeting Agenda

Ms. Secrist reviewed the Council Meeting agenda. Please see attached document.

Executive Committee Open Discussion

Workforce Board Training

Discussion:

Those who attended the California Workforce Board Training, walked away feeling like the WDC is a well put together organization and is doing great work.

There were interesting points about the big picture of workforce development and how a member of the board can work with stakeholders. They discussed how to interact with education, other state agencies, businesses, etc. as board members. It would be nice to have slides available for new board members to help with onboarding.

- The National Association for Workforce Boards have put together some on-demand training for workforce board members. Ms. Secrist can investigate the training and see if it might be a good fit for the WDC. The WDC Staff is also looking at creating an onboarding plan for new members.
- If one of the goals is to onboard new members, then the WDC Staff should connect the new member with a partner at the board meetings. The partner would support them, show them the ropes. Ms. Hoehne will bring this up to the Council in her Chair's report.
- Ms. Secrist has a few resources that could help with workforce board training if the Council is interested in doing it.

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Articles of the Day

The articles Ms. Nielebeck sends out are very helpful. It would be nice to offer to send the articles to the whole board. It is good to keep everyone up to date on things that might affect the whole council or could peak interest in someone who is not yet engaged in a project. The more the members know, the more questions it generates, and the more the members can share information to the community.

- Ms. Nielebeck should send the article emails to the full council for the next week leading up to the council meeting.
- This would be a good lead into the Council Hub discussion.

IPTV Outreach Project Video

IPTV created a video highlighting Outreach Project to help find entities to apply for them. This will be a tool put into the Hub. The video will be broadcast on IPTV.

Motion by Mr. Kolb to adjourn. Second by Ms. Griffin. Motion carried.
Adjourned at 3:24 p.m.