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John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Grant Review Committee Meeting Minutes

Date: Tuesday, March 22, 2022
Time: 3:00 PM-4:30 PM
Location: Zoom/In-Person*
317 W Main Street
Boise, ID 83735
2 West Conference Room, 2nd Floor
<https://zoom.us/j/97039391898?pwd=VHJVT3M2TmtGdzJvRWxRaXQ0R2x4QT09>
Meeting ID: 970 3939 1898
Passcode: 704544

Committee Members: Brian Cox, ~~Jake Reynolds~~, ~~Jay Larsen~~, ~~Jeff Greene~~, Jenni Bradford, ~~Joe Maloney~~, Kelly Kolb, Rico Barrera, Sarah Griffin

Staff: Matthew Thomsen, Paige Nielebeck, Amanda Ames, Jeffrey Bacon

Guests: Sara Newberry, Kate Holestine

Called to order at 3:02 p.m.

Welcome

Roll Call – Quorum Met

Review Agenda – No Changes to the agenda

Review January 25, 2022 Meeting Minutes

Motion by Ms. Griffin to approve the January 25, 2022 meeting minutes as written. Second by Mr. Cox. Motion carried.

WDTF Financial Summary

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	\$13,178
March			
April			
May			
June			
FY22 Totals	\$2,617,756	\$29,298	\$70,249

Discussion:

How much funding does the WDC anticipate coming into the WDTF?

- The WDC anticipates seeing about another \$1 million before the end of the fiscal year. About \$3.6 million will be transferred into the fund over the year.

Employer Grant Policy Rubric Discussion

The Committee reviewed the proposed employer grant rubric. Please see attached document.

Discussion:

It is nice that the Committee is working on this. It will be nice to have something more objective to reference.

On the second section of questions specific to policy, it says the question must be a “yes” but then it provides a scale of agree/disagree. Does the question need to better align with the scale?

- The question will be updated to better reflect the scale.

On the second to last question, does the applicant provide evidence that there is a financial need?

- This question was pulled directly from the employer grant program policy. There is a section of the application where this will be outlined. Applicants must provide proof there is a need for the funding.

On the question about past funding from the WDTF, could the question be adjusted to indicate within how many years they have received the funding?

- This is something Mr. Thomsen provides in the staff analysis. There is a limit for the maximum amount of funding per grant, per ten-year period for applicants.
- The Committee is open to how this information will be presented to them.

There is a question, does the training lead to a credential....” The term credential, the way workforce programs (WIOA specifically), that provides some sort of occupational skills and recognition that skills have been achieved through some type of program. That is different than a certification (CPR, etc.). The way those are identified is that a credential will get a person a job. What distinction does the employer grant make between the two or does it?

- We can add some additional clarification there. Does it lead to a credential, certificate, etc. There are some requirements, like portability. The applications can be rated on if the grant is hitting those marks.
- There just needs to be some clarification at how the training fund looks at a credential in terms of what the individual will end up with in their pocket or the outcome.
- Some of these things are things Matt can check off. If applications don’t meet certain criteria, matt will work with them before meeting with the Committee.
- It would be a nice idea to give employers bonus points for certifications.

The employer grants should have a higher percent of matching than the other types of grants. The employers should have more stake in the project than if it were an industry sector grant or innovation grant.

- This might rise to a policy level rather than a rubric.
- The goal is to have the committee look at these rubrics and then take them to policy to look at.
- Industry sector grants are the only grants that currently require a match

This is a working document to assist the Committee in assessing applications.

Matt will take the feedback and adjust the rubric.

North Idaho College Innovation Grant

North Idaho College (NIC), in partnership with community-based employers, will address the current workforce demands by developing new registered apprenticeship programs designed to expand the ability of industry to increase the employment and wages of Idaho workers in mostly rural areas by addressing skills gaps for high demand occupations in the construction trades.

Following the Talent Pipeline Management framework, NIC is working closely with industry partners who will engage in program design, provide subject matter expertise, provide space and equipment, train and employ participants, and evaluate the impact the program has on the industry. The registered apprenticeship programs to be developed are construction pre-apprenticeship, construction apprenticeship, and heavy equipment operator apprenticeship.

WDTF Request: \$524,170.21

Discussion:

Idaho Launch is going to be utilized to help pay for some of the course costs. This is a great use of Idaho Launch and a great idea for NIC to follow.

It is impressive to see the number of companies involved. There is a big need for apprentices and for the skills they are offering.

The match percentage is 9%. Are there other expenses that are not in this calculation or this just a low match rate project?

- There are certain things that were unknowns to this project, like equipment. The hope was that employers could utilize their existing equipment to support the program. However, employers are unable to provide the equipment if they are using it. Scheduling classes around employers and the use of equipment would be too difficult. A majority of items under the grant are supported through WDTF funds because the program needs funds for startup costs.

The WDC has had a great relationship with NIC and has done a great job managing past grants they have received from the WDTF. They have had great outcomes on past projects.

On the senior admin assistant position, it says the position was calculated at 50% FTE and 3% cost of living. Is that amount split two years or how is that split out?

- Mr. Thomsen shared the breakout of the cost of the position over the 2-years.
- The position is a half-time position.
- The senior admin position is separate from the administration of the grant.
- Has the WDTF covered similar expenses in the past?
 - Yes. The titles of those positions may be different from project to project but we are funded positions with similar job duties.
- The request is only for 2-years but we anticipate the position will be an ongoing need for NIC.

The individuals are receiving industry recognized credentials. Is NCCR providing the certifications in those areas? If so, how are they different than what NIC offers?

- This is all just tied into the registered apprenticeship program. They are not separate.
- Is there duplication with this program offering the certification when something is already in place?
 - NIC does not have a program like this that is under a registered apprenticeship. Under a registered apprenticeship the training is delivered and created differently than normal trainings.
 - NIC has some of the same courses for other programs like HVAC, electrical, etc. but they are different.

Motion by Ms. Griffin to approve the North Idaho College Innovation Grant in the full amount of \$524,170.21. Second by Mr. Cox. Motion carried.

**Motion by Ms. Griffin to adjourn. Second by Mr. Cox. Motion carried.
Meeting adjourned at 3:58 p.m.**