

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 COMMITTEE MEETING MINUTES

Date: Thursday, August 11, 2022

Time: 2:00 p.m. – 3:30 p.m.

Location: Zoom/In-Person

514 W Jefferson St

Boise, ID 83720

Suite 136

<https://zoom.us/j/98876727845?pwd=dDZZV2hrb2dmNlINZzB4MjB3eC9Sdz09>

Meeting ID: 988 7672 7845

Passcode: 297414

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

Guests:

Staff: Wendi Secrist, Paige Nielebeck, Rebecca Watson, Matthew Thomsen, Caty Solace, Stacy James, Sam Emery

Call to Order at 2:01 p.m.

Roll Call – Quorum met.

Review Agenda

Ms. Hoehne requested the budget update be moved after the action items.

Review June 7, 2022 Meeting Minutes

Motion by Mr. Kolb to approve the June 7, 2022 Meeting Minutes as written. Second by Ms. Griffin. Motion carried.

***Boise State University STEM Pipe – Industry Sector Grant**

The Boise State University Industry Sector Grant application proposes that funds be awarded to support a STEM-PIPE program that will help train more STEM educators in rural Idaho. Grant funds will be used to support mentor teachers and the Regional STEM Specialist who would be providing direct, in-classroom support to the STEM teacher fellows as they transition to become classroom teachers. BSU will train 16 educators and 16 mentors over the grant period. The WDTF grant will be used as match for a Nation Science Foundation Grant the University is applying for in late August. The NSF grant request of \$1.5 million will go towards paying the tuition and salary stipends of program participants.

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WDTF Request: \$192,500

Discussion:

If Boise State does not get the NSF grant, will they want the WDTF grant?

- They will not.
- Should the WDC wait to award the grant?
 - The WDC staff would wait to go under contract with Boise State until it is known if they will receive the NSF grant or not. The WDC would obligate the money but not sign a contract.

This program is very similar to the I Do Teach Program.

- Boise State does mention the I Do Teach Program in their application. This program will focus on propping up STEM professionals in rural areas.
- There are questions about the success of the I Do Teach Program and whether Boise State is going to be able to find these professionals and talk them into going back to school and changing careers.
 - The NSF grant should evaluate the likelihood of success with this program.
 - If NSF thinks it will be successful, then it would be a good investment.

Motion by Ms. Griffin to approve the Boise State University STEM Piper Industry Sector grant in the full amount of \$192,500, if they receive the NSF grant. Second by Mr. Kolb. Motion carried.

****Ground Force – Employer Grant***

Ground Force Worldwide engineers, manufactures, sells, and supports mining and construction Equipment out of their 8,500 sq. ft. facility in Post Falls, Idaho. Ground Force has seen substantial growth throughout the last few years as well as experiencing high turnover. The employer is challenged with promoting employees from within due to a need for training. The employer is currently working with North Idaho College to develop an operations registered apprenticeship program. The program will be used to train 60 existing workers who will be enrolled as registered apprentices. 30 New employees will also be given the opportunity to go through a future operations apprenticeship program. This apprenticeship is being developed to include classes and trainings to give employees the skills to take on new positions within the company as well as develop transferrable skills.

WDTF Request: \$179,564.64

Discussion:

Does Ground Force have an apprenticeship program or are they going to build one?

- Ground Force is working with NIC on finalizing a Registered Apprenticeship Program. They are also connected with Idaho Business for Education.
- It is great that Ground Force is doing apprenticeships.

There are a few positions receiving training that are more overhead positions. Are those apprenticeships?

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- They are. A few positions are not receiving apprenticeship training (Senior Project Manager, Assembler, and Welder).

Motion by Mr. Kolb to approve the Ground Force Employer Grant in the full amount of \$179,564.64. Second by Ms. Griffin. Motion carried.

****AZEK – Employer Grant***

AZEK manufactures low maintenance decking and environmentally sustainable outdoor living products from recycled wood and plastics. AZEK will train 26 existing workers and 50 new workers during the two-year period of the grant. Employees will receive both internal and external training that will provide long-term technical skills.

WDTF Request: \$75,944.80

Discussion:

It would be nice to have the Grant Review and Policy Committees talk about OSHA training. It makes sense to provide this training to new employees, but to provide it to established employees does not make sense. The Grant Review Committee is seeking direction from Policy Committee on what the cost of doing business is defined as.

Motion by Mr. Maloney to approve the AZEK Employer Grant in the full amount of \$75,944.80. Second by Mr. Kolb. Motion carried.

****ARPA Funds for Indirect Costs***

When the WDC received the approval for the ARPA funding, Ms. Secrist knew that a process of deciding which grant were going to be funded by ARPA and which were going to be funded through WDTF would be needed. Rather than having applicants pick a path at the beginning, the WDC staff would like to complete this process on the back end. While the Committees are approving grants, the WDC staff will determine which funding the application will qualify for. In the WDTF policy, applicants are limited to 10% of administrative or indirect costs being covered. If the applicant is going to be utilizing ARPA funding, then the WDC has to allow the entity to take their federally approved indirect rate for administrative and indirect costs (non-profits and government entities that receive federal funding pool some of their overhead funds like legal, accounting, etc. and a federal agency then reviews and approves their indirect rate which is applied uniformly to all grants).

If a grant is determined to be funded by ARPA, then the WDC will need to allow the entity to include their full indirect rate into the budget. This would mean the WDC staff will have to add funds into what the Committee approved. The entity will not have included them in the budget upfront since the WDTF policy limits them to 10%.

Ms. Secrist is going to need authority to add additional costs into grantee budgets if the application is funded by ARPA.

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Discussion:

The WDC should be able to determine to a certain degree which fund the grant will go to. Could the staff look at this prior to the Grant Review Committee to determine the funding source?

- That is a possibility. Or the application budget could be increased just before Executive Committee to approve the full amount.

The WDC staff will start showing the Grant Review Committee the ARPA fund balance, tell them if an application might go to ARPA, and show what funds would be added to the budget if approved for ARPA funding.

Does the WDC foresee grant applicants applying for funds and then declining the award because they do not receive ARPA funding?

- No. The WDC staff is being upfront with applicants about the ARAP funds and that if they receive WDTF funds they will be limited to the 10%.

The Committee would like to have the Executive Committee review the full budget amount at the final grant approval.

Budget Report

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WORKFORCE DEVELOPMENT COUNCIL

Fiscal Year 2023 Budget

For the Period July 1, 2022 - July 31, 2022

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 480,800	\$ 40,372	\$ 440,428	8%
Personnel	\$ 480,800	\$ 40,372	\$ 440,428	8%
Administrative Services & Supplies	\$ 6,000	\$ 529	\$ 5,471	9%
Communication Costs	7,500	709	6,791	9%
Computer Services & Supplies	26,500	134	26,366	1%
Contracts, Events & Other Council Activities	528,500	58,358	470,142	11%
Employee Development, Memberships & Subscriptions	7,500	-	7,500	0%
Employee Travel Costs	14,900	30	14,870	0%
Rentals & Operating Leases	8,500	137	8,363	2%
Government Overhead & Insurance	3,000	-	3,000	0%
Operating Budget	\$ 602,400	\$ 59,897	\$ 542,503	10%
Grand Total	\$ 1,083,200	\$ 100,269	\$ 982,931	9%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 7,684,500	\$ 250,002	\$ 7,434,498

WDTF Financial Summary	
WDTF Cash Balance 7/1/2022	\$ 13,687,155
Revenue	260,762
Interest	12,231
Payments	345,541
WDTF Cash Balance 7/31/2022	\$ 13,614,607
Obligated Employer Grants	\$ 1,698,202
Obligated Industry Sector Grants	5,865,189
Obligated Innovation Grants	1,039,066
*Obligated Outreach Projects & Allocated Budget	922,248
**Short Term Financial Assistance Program	2,031,132
FY23 WDTF Admin Costs	541,232
Obligated Balance	\$ 12,097,069
Unobligated Balance	\$ 1,517,538
Proposals Under Review	447,961
Unobligated Balance if all funded	\$ 1,069,577

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 260,762	\$ 12,231	\$ 42,108
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
FY23 Totals	\$ 260,762	\$ 12,231	\$ 42,108

*Includes all Outreach funding made available for the Committee to allocate for FY23.

**Includes all Launch funding made available for FY23.

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WIOA				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 104,300	\$ 3,434	\$ 100,866	3%
Personnel	\$ 104,300	\$ 3,434	\$ 100,866	3%
Administrative Services & Supplies	\$ 1,000	\$ 86	\$ 914	9%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	1,109	30,316	4%
Employee Development, Memberships & Subscriptions	17,575	-	17,575	0%
Employee Travel Costs	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Operating Budget	\$ 50,000	\$ 1,195	\$ 48,805	2%
Grand Total	\$ 154,300	\$ 4,629	\$ 149,671	3%

YARG				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 89,000	\$ 6,915	\$ 82,085	8%
Personnel	\$ 89,000	\$ 6,915	\$ 82,085	8%
Administrative Services & Supplies	\$ 440	\$ 10	\$ 431	2%
Communication Costs	360	30	330	8%
Computer Services & Supplies	300	-	300	0%
Contracts, Events & Other Council Activities	26,400	200	26,200	1%
Employee Development, Memberships & Subscriptions	1,000	499	501	50%
Employee Travel Costs	1,500	-	1,500	0%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Operating Budget	\$ 30,000	\$ 739	\$ 29,262	2%
Grand Total	\$ 119,000	\$ 7,654	\$ 111,346	6%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 21,002	\$ 615,498

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ARPA WFDT				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 123,600		\$ 123,600	0%
Personnel	\$ 123,600	\$ -	\$ 123,600	0%
Administrative Services & Supplies	\$ 1,000		\$ 1,000	0%
Communication Costs	970		970	0%
Computer Services & Supplies	6,076		6,076	0%
Employee Development, Memberships & Subscriptions	-		-	0%
Employee Travel Costs	-		-	0%
Contracts, Events & Other Council Activities	-	1,591	(1,591)	0%
Rentals & Operating Leases	2,954		2,954	0%
Government Overhead & Insurance	-		-	0%
Operating Budget	\$ 11,000	\$ 1,591	\$ 9,409	14%
Grand Total	\$ 134,600	\$ 1,591	\$ 133,009	1%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 24,240,400	\$ 58,804	\$ 24,181,596

ARPA Child Care				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 166,600	\$ 7,411	\$ 159,189	4%
Personnel	\$ 166,600	\$ 7,411	\$ 159,189	4%
Administrative Services & Supplies	\$ 1,000	\$ 150	\$ 850	15%
Communication Costs	970		970	0%
Computer Services & Supplies	6,076	2,708	3,368	45%
Employee Development, Memberships & Subscriptions	-		-	0%
Employee Travel Costs	-		-	0%
Contracts, Events & Other Council Activities	4,000	11,876	(7,876)	297%
Rentals & Operating Leases	2,954		2,954	0%
Government Overhead & Insurance	-		-	0%
Operating Budget	\$ 15,000	\$ 14,734	\$ 266	98%
Grand Total	\$ 181,600	\$ 22,145	\$ 159,455	12%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 14,818,400	\$ -	\$ 14,818,400

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CNA Study				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ -		\$ -	0%
Personnel	\$ -	\$ -	\$ -	0%
Administrative Services & Supplies	\$ -		\$ -	0%
Communication Costs	-		-	0%
Computer Services & Supplies	-		-	0%
Employee Development, Memberships & Subscriptions	-		-	0%
Employee Travel Costs	-		-	0%
Contracts, Events & Other Council Activities	125,000		125,000	0%
Rentals & Operating Leases	-		-	0%
Government Overhead & Insurance	-		-	0%
Operating Budget	\$ 125,000	\$ -	\$ 125,000	0%
Grand Total	\$ 125,000	\$ -	\$ 125,000	0%

Discussion:

IDOL confirmed that the collections costs are correct and to expect high collection costs (around \$130,000 to \$160,000).

Where will the ARPA Launch item show in the budget?

- Part of the ARPA funds will be in operating and part in Trustee and Benefits. Funds will be moved up for Launch marketing and Next Steps updates.

Launch Marketing

Ms. Solace has a meeting tomorrow to talk about larger plans with Idaho Launch marketing. Search ads for Idaho Launch have been turned on. The WDC staff has already seen a large influx of Launch contracts and vouchers. The WDC is going to be creating a few new Idaho Launch assets to put in the hands of the council members. Ms. Solace is also utilizing analytics of the current site to drive some changes to the site. The goal is to make Idaho Launch easy to connect with. There will need to be some time spent explaining to individuals how to connect with for-credit programs now that they are being added to the Launch site.

The Policy Committee approved the addition of the Auto Tech program to Idaho Launch to test out for-credit programs. This program was added for all 6 technical colleges. The goal is to start small, so we do not get in over our heads.

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September Council Meeting Agenda Review

Ms. Secrist reviewed the draft September Council Meeting Agenda. Please see attached document.

Discussion:

It is important to make sure there is time for the Council Members to network. The idea of diving into the forest products industry is great.

The Committee would like a more general economic update and integrate a forest product update into the forest products discussion.

The morning after the council meeting it would be nice to have the Grant Review and Policy Committees meet. The WDC staff will work with the committees to see if that would work.

The Executive Committee would like to try and have breakfast with a few of the Nez Perce tribal members before the Policy and Grant Committee meeting.

Age of Agility Update

It looks like the WDC is going to have the change the date of Age of Agility (the council was originally looking at October 11 or 12). The thought is to try to move the event to a date in early November before the holidays. This gives more time to make arrangements with speakers. The WDC staff will ensure IPTV is available.

The theme of the 2022 Age of Agility is around success. Success for students, success for employers and success for education. The event will be in an online format like the past few years. Last year had the highest participation rate of any other year.

Executive Director's Report

The two Grants/Contract Analyst positions have been filled. One of them will be starting on August 22.

The WDC received news that Idaho did not receive the Good Jobs Challenge Grant. There were 509 applications and only 35 grants were awarded. Ms. Secrist does not have feedback yet on Idaho's application.

Preceptor Incentive

The Policy Committee has been looking at a policy involving preceptorships. Preceptorships are a form of WBL used in graduate medical education. Nurse Practitioner programs are having to reject about 40% of individuals who apply because there are no clinical opportunities available. The Policy Committee is looking at using the apprenticeship incentive model and apply it to preceptorships. The Committee is working on an incentive policy. The draft of the policy was sent out to stakeholders there was concern about the incentive not being passed along to the individual in the preceptorship.

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Discussion:

Does the WDC want to be involved in ensuring the entity provides the funding to the preceptor? Is that something that should be stipulated in the policy?

- Language could be put in the policy to encourage it, but it would be difficult to enforce.
- What else might the employer do with the registered apprenticeship funding?
 - They may use it for related training.
- Maybe the language could say what the funds are intended for but not dictate who the funds have to go to. There might be important related costs the funds could go towards.

Executive Committee Open Discussion

Child Care Grants

There are 103 draft applications for the Child Care Expansion Grants. 14 have been submitted. The due date for the first round of applications is August 15. Ms. Ames is providing a lot of technical assistance to applicants. The overwhelming number of applicants shut down the community grants portal so the deadline was extended to August 15. On Tuesday, the WDC staff is going to put together an analysis of where the applications are coming from, the total amount of requests, how many seats the applications would fund, etc.

The Child Care Committee is going to address one of the major barriers to small providers. Small providers are unable to pay for costs up front and then wait to be reimbursed by the WDC. The WDC will need to find a way to provide some up-front funding. Ms. Secrist is working with DFM to find some sort of middle ground on providing up front funds. The Committee will also be reviewing and approving the rubric.

The Child Care Committee is scheduled to meet 2 times a month for 90 minutes. It is anticipated that there will be quite a few applications to review.
manner.

Discussion:

How much funding does the program have?

- \$15 million.
- The majority of applicants are small child care providers.

Motion by Mr. Kolb to adjourn. Second by Mr. Maloney. Motion carried.

Adjourned at 3:31 p.m.