

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 W Main Street, Boise, Idaho 83735-0510

Grant Review Committee Meeting Minutes

Date: Tuesday, June 28, 2022

Time: 3:00 PM - 4:30 PM

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

Staff: Paige Nielebeck, Rebecca Watson, Matthew Thomsen. Stacy James, Amanda Ames, Caty Solace

Guests:

Called to order at 3:03 p.m.

Welcome

Roll Call – Quorum met

Review Agenda – No changes

Review May 24, 2022 Meeting Minutes

Motion by Mr. Cox to approve the May 24, 2022 Meeting Minutes as written. Second by Mr. Reynolds. Motion carried.

WDTF Financial Summary

WORKFORCE DEVELOPMENT COUNCIL
Fiscal Year 2022 Budget
For the Period July 1, 2022 - May 31, 2022

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 403,100	\$ 360,240	\$ 72,630	89%
Personnel	\$ 403,100	\$ 360,240	\$ 72,630	89%
Administrative Services & Supplies	\$ 6,000	\$ 3,559	\$ 3,929	59%
Communication Costs	7,500	10,070	(1,630)	134%
Computer Services & Supplies	26,500	18,163	9,395	69%
Contracts, Events & Other Council Activities	528,500	406,141	231,334	77%
Employee Development, Memberships & Subscriptions	7,500	9,587	(2,087)	128%
Employee Travel Costs	14,900	9,234	6,703	62%
Rentals & Operating Leases	8,500	7,671	1,602	90%
Government Overhead & Insurance	3,000	2,732	2,817	91%
Operating Budget	\$ 602,400	\$ 467,158	\$ 252,063	78%
Grand Total	\$ 1,005,500	\$ 827,398	\$ 324,693	82%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 11,750,000	\$ 4,179,350	\$ 8,217,629

WDTF Financial Summary	
WDTF Cash Balance 4/1/2022	\$ 13,973,418
Revenue	998,547
Interest	6,645
Payments	794,240
WDTF Cash Balance 4/30/2022	\$ 14,184,370
Obligated Employer Grants	\$ 1,715,160
Obligated Industry Sector Grants	5,940,212
Obligated Innovation Grants	1,059,632
*Obligated Outreach Projects & Allocated Budget	530,365
**Short Term Financial Assistance Program	2,584,189
FY22 WDTF Admin Costs	467,158
Obligated Balance	\$ 12,296,716
Unobligated Balance	\$ 1,887,654
Proposals Under Review	70,000
Unobligated Balance if all funded	\$ 1,817,654

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 232,883	\$ 3,453	\$ -
August	779,173	3,331	-
September	5,115	3,430	-
October	-	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	12,533	3,798	-
April	242,610	5,000	-
May	998,547	6,645	65,322
June			
FY22 Totals	\$ 3,871,447	\$ 44,740	\$ 135,571

*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

Discussion:

Will the WDTF have a cash balance?

- There will be a cash balance of \$8.2 million. It shows a balance of \$11.75 million but the WDC does not have the spending authority for the whole balance. The WDC gets spending authority from the Legislature.
- The WDC's spending authority is \$4.1 million.

Does the balance carry over to the new fiscal year?

- The balance will be reverted, but the monies are in a dedicated fund for the WDC. It will go back into next year's budget. The Legislature will have to adjust the WDC's spending authority.
- What is the plan for next year's budget?

- For FY23, the WDC has the authority to spend another \$7.6 million. The cash balance will adjust depending on the status of the WDTF. Ms. Secrist may request additional spending authority in the FY24 budget.

There is only \$1.8 million left in the fund to be obligated.

The grant under review is only around \$35,000, but the budget shows \$70,000.

- The budget is prepared before the final application is submitted. The final application came in around \$35,000 instead of \$70,000.

Traveler's Oasis Truck Plaza – Employer Grant

Traver's Oasis is building a new 33,000 sq. ft. 2 level truck plaza with a large convenience store, wine store, driver's lounge, showers, laundromat, and an expanded food court with 5 food franchises and a cook to order breakfast menu. New business offices and a training center will also be part of the new truck plaza. Also constructed will be a new gas island with expanded bays. New and existing employees will be trained on staffing 5 food franchises, Sonic Burger's, Pizza Hut, Cinnabon, Taco Time, and Krispy Krunchy Chicken. Current food court and restaurant staff will be cross-trained to learn processes for all 5 of the food options offered. Employees will be compensated based on knowledge and expertise of handling all 5 of the food franchise offerings. New supervisory and manager positions will also be added with corresponding wage levels. Training and experience gained will result in promotions and wage increases. They will also be looking to add supervisors in other departments of the new truck plaza, business is expected to increase substantially, resulting in a need for additional management of operation.

WDTF Request: \$35,250

Discussion:

Is this expansion in Jerome?

- It is in Jerome County in Eden, Idaho.

This does not seem to be offering training outside the normal cost of business. The application does not show job growth for the individuals going through the training.

The application scored low on the matrix. It only scored at \$750 per trainee. The wages are above the \$12 an hour threshold but are still on the low end.

Are these trainings a normal cost of business? Is this going above and beyond getting employees ready for success?

- If an individual does not have fast food experience, without the training, they would not be able to walk off the street and get a job.
- It is up to the Committee to determine if this is a normal cost of business.

Will this program get the entities fully staffed? There is high turnover in this line of work. There is reluctance to invest in the entity because of the nature of the work.

- It is unknown the amount of turnover Traveler's Oasis expects.

- Low wages coupled with the high price of gas could create an inability for employees to consistently make it to work.

The need for training is clearly established but it does not seem to align with the WDTF policies.

Several of the trainings offered are videos. Will a bulk of the staff undergo training of that kind?

- It varies from franchise to franchise. Employees will receive multiple trainings to work across franchises.

If there is high unemployment in this area of the state, then this program is beneficial. The most difficult aspect is determining if the training is outside the normal cost of business.

After reviewing the employer grant rubric, the Committee concluded that the application does not go above and beyond the normal cost of business and does not align with the WDTF policies.

Motion by Mr. Larsen to decline the Traveler's Oasis Truck Plaza Employer Grant application due to the application not aligning with the goals and intent of the Workforce Development Training Fund.

The application scored either a 1 or 0 on each of the rubric categories.

The denial letter will have very clear indications on why the application was denied.

Second by Mr. Reynolds.

If the WDC receives an application from an employer with a similar structure or industry as this one, how will that be handled?

- Mr. Thomsen approaches each entity differently. If the WDC starts seeing common needs among one industry, then maybe that industry needs to work together on an industry sector grant or find another way to address the issue.
- There also might be funding through Commerce that entities can apply for if they do not qualify for WDTF.

Motion carried.

Motion by Mr. Reynolds to adjourn. Second by Mr. Larsen. Motion carried.

Meeting adjourned at 3:55 p.m.