

**BRAD LITTLE**  
GOVERNOR

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*Executive Director*



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*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

317 W Main Street, Boise, Idaho 83735-0510

### **Grant Review Committee Meeting Minutes**

**Date:** Tuesday, April 26, 2022  
**Time:** 3:00 PM-4:30 PM  
**Location:** Zoom/In-Person\*  
317 W Main Street  
Boise, ID 83735  
2 West Conference Room, 2<sup>nd</sup> 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, Wendi Secrist, Jeffrey Bacon, Caty Solace

**Guests:**

**Called to order at 3:02 p.m.**

**Welcome**

**Roll Call** – Quorum Met

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

**Review March 22, 2022 Meeting Minutes**

**Motion by Mr. Greene to approve the March 22, 2022 Meeting Minutes as written. Second by Ms. Griffin. Motion carried.**

**WDTF Financial Summary**

WDTF Financial Summary - March 2022	
WDTF Cash Balance 3/1/2022	\$ 15,366,182
Revenue	12,533
Interest	3,798
Payments	1,057,526
WDTF Cash Balance 3/31/2022	\$ 14,324,988
Obligated Employer Grants	\$ 2,187,242
Obligated Industry Sector Grants	5,598,754
Obligated Innovation Grants	551,982
*Obligated Outreach Projects & Allocated Budget	656,578
**Short Term Financial Assistance Program	3,248,684
FY22 WDTF Admin Costs	272,369
<b>Obligated Balance</b>	<b>\$ 12,515,609</b>
<b>Unobligated Balance</b>	<b>\$ 1,809,379</b>
Proposals Under Review	560,000
<b>Unobligated Balance if all funded</b>	<b>\$ 1,249,379</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY

\*\*Includes all Launch funding made available for FY22.

WDTF Revenue	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			
May			
June			
<b>FY22 Totals</b>	<b>\$ 2,630,289</b>	<b>\$ 33,096</b>	<b>\$ 70,249</b>

**Discussion:**

There is about \$810,000 under review today. This will make the unobligated balance about \$1.1 million.

The WDC can expect around \$1 million in revenue coming into the training fund before the end of the fiscal year.

**Employer Grant Policy Rubric Discussion**

Mr. Thomsen reviewed the Draft Employer Grant Rubric. Please see attached document.

**Discussion:**

It was helpful to go through the rubric and underline some key terms in the variables. It helps to show what each variable is focusing on.

The rubric is a great tool to use when reviewing employer grants. Tweaks to the rubric may come as it is being used.

The Committee would like to start using the rubric and make changes as they might come up.

The rubric will need to be approved by the Policy Committee.

**Motion by Ms. Griffin to recommend approval of the Employer Grant Policy Rubric to the Policy Committee. Second by Ms. Bradford. Motion carried.**

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

Boise State University is requesting grant funds to support a Resort Operations and Hospitality Management program that will offer a certificate option and a Bachelor of Business Administration option. BSU has support from 6 industry partners with 2 partners providing a \$5000 cash match. The ROHM certificate will be between 17-19 credits and will be delivered online making it available anywhere. The initial courses in the programs prepare students for the day-to-day operations within a business. The more advanced coursework provides students with the opportunity to engage in management-level planning, leading, and problem solving. A key to the program is that the academic skills are combined with experiential learning opportunities via internships. BSU anticipates serving 280 participants with 238 completing during the three years of the grant.

**WDTF Request: \$779,023.00**

Discussion:

This is a great application. In Idaho, this industry is struggling to find a workforce.

It is nice that the program has an online component. This will increase opportunities for individuals who live in more rural areas of Idaho. Housing is still an issue in the resort areas, but that is a separate issue. This program has potential to produce a great workforce for this industry.

**Motion by Mr. Reynolds to recommend approval of the Boise State University Industry Sector Grant in the full amount of \$779,023 to the Executive Committee. Second by Ms. Bradford.**

It is likely that the WDC will be able to fund this program out of the ARPA funding because hospitality/tourism is a COVID impacted industry.

**Motion carried.**

***Idaho Department of Corrections – Innovation Grant***

The Idaho Department of Correction (IDOC) is developing a vocational education program for the Pocatello Women's Correctional Center. The Innovation Grant is a key funding source necessary to facilitate training for current staff to become a Master Trainer through the (NCCER) National Center for Construction Education and Research program. Additionally, this grant will allow IDOC to provide the necessary curriculum and tools to include registration, travel, and housing at the designated training location.

The Idaho Department of Correction currently has Vocational Construction courses established in three men's facilities. IDOC's goal is to be capable of offering those same opportunities to our female residents. The Innovation Grant is a key funding source necessary to facilitate required training for one current staff to become a certified Master Trainer through the National Center of Construction Education and Research (NCCER) program. Additionally, this grant will allow IDOC to provide the necessary curriculum, hand and power tools, and funding needed for course fees and travel expenses at the designated training location.

**WDTF Request: \$24,997.68**

Discussion:

Would IDOC be training one individual to provide the training?

- That is correct.
- Is there any concern with only having one person trained to conduct the training?
  - IDOC only can employ one trainer. It would be great to have a backup, but IDOC does not have the funding for it at the moment.

The application mentions formerly incarcerated individuals. How will IDOC find those individuals and get them into the program?

- It is not clear how IDOC will get those individuals back on-site for training, but this is a great opportunity for the formerly incarcerated. It is possible IDOC meant individuals who are out on work release.

**Motion by Ms. Griffin to recommend approval of the IDOC Innovation Grant in the full amount of \$24,997.68 to the Executive Committee. Second by Mr. Reynolds. Motion carried.**

**Motion by Mr. Reynolds to adjourn. Motion carried.**

**Meeting adjourned at 3:39 p.m.**