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WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, Idaho 83735-0510

Grant Review Committee Meeting Minutes

Date: Tuesday, July 25, 2023

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: Denise Hill, Matthew Thomsen, Sherawn Reberry, Rebecca Watson

Guests: Alyssa Romero, Lobby Idaho; Abbey Delmas, NW Lineman College; Kylie, Poly-Sci Student

Called to order at 3:03 p.m.

Welcome

Roll Call – Quorum met.

Review Agenda – No changes

Review June 27, 2023 Meeting Minutes

Motion by Mr. Jeff Greene to approve the June 27, 2023 Meeting Minutes as written. Second by Mr. Joe Maloney. Motion carried.

***Grant Review Rubric Approval**

Mr. Thomsen presented the updated Rubrics and spoke to the changes made based on feedback from the June 27th Committee meeting.

- Rubric drafts for the Industry Sector Grant, Innovation Grant, and Employer Grant have been aligned to reflect the recommendations from the June 27th meeting.
 - Consistent methodology has been used.
 - Consolidation of discretionary items into variable list.
 - Approval threshold defined.
 - Low, medium, and high alignment have been defined on the Variable Score Table.
 - Goals and categories have been clearly defined.
- The Policy Committee will review these Rubrics during their August 22, 2023 meeting.

****Grant Review Committee Procedures and Guidelines***

Mr. Thomsen to review the Procedures and Guidelines Document.

Discussion:

- Monthly committee meetings will continue.
- Grants not aligning with CHIPs Act application will be reviewed quarterly.
- Applicants will be notified when their applications are to be reviewed.
- Grants for review will be sent out the Tuesday prior to the committee meeting for review by committee members. A draft Rubric for each grant will also be sent.
- Committee members will return their draft rubrics to Mr. Thomsen by the close of business the following Friday for consolidation.
- Committee interpretation determines the final decision.

Motion by Ms. Jenni Bradford to approve the Grant Review Rubric Drafts and Grant Review Committee Procedures and Guidelines as presented. Second by Mr. Jay Larsen. Motion carried.

Mr. Jay Larsen moved to adjourn.

Meeting adjourned at 3:59 p.m.