

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, ID 83702

Workforce Development Policy Committee Meeting Minutes – August 22, 2023

Committee Members: Hope Morrow, Lori Barber, ~~Sean Coletti~~, Christi Gilchrist, ~~Jason Hudson~~, Tom Kealey, Clay Long, Daniel Puga, Jani Revier, ~~Tom Schultz~~, John Smith, Scott Bedke

Staff: Wendi Secrist, Sherawn Reberry, Denise Hill, Matthew Thomsen, Cassie Mansour

Guests: Sarah Nash, IDOL; Kevin Richert, ID Ed News; Alyssa Romero, Lobby Idaho; Tammie David, Medical Career Academy; Donna Heathman, Medical Career Academy

Call to Order at 8:06 p.m.

Roll Call – Quorum met.

****Review Amended Agenda:***

The agenda has been amended to correct an omission of including an action item for the Committee to recommend a portion of the WDTF to support Idaho LAUNCH for FY23. Given the rate of obligations, the Committee may wish to do this now instead of waiting another month.

In addition, an item was added under the Policy Discussion and Recommendation for Idaho LAUNCH to consider including direction to training providers on how LAUNCH funds are applied to student accounts.

Motion by Mr. Dan Puga to approve the amended agenda. Second by Mr. Tom Kealy. Motion carried.

****Review July 18, 2023 Meeting Minutes***

Motion by Mr. Dan Puga to approve July 18, 2023 Meeting Minutes as written. Second by Mr. Tom Kealy. Motion carried.

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***Grant Review Committee Process and Procedures**

Matt Thomsen

Grant Review Committee

The Grant Review Committee has the responsibility of recommending expenditures (i.e. awards) of Workforce Development Training Funds to the Council. The Grant Review Committee shall be chaired by a member of the Executive Committee.

Grant Review

1. WDTF grant program applications submitted through the Community Grants Portal will be reviewed by Council staff to determine appropriateness of the grant application, ensure all necessary documents have been included in the application, and to review application ensuring all legal and policy requirements have been met.
2. Applications that meet all necessary requirements will be submitted to the Grant Review Committee for review prior to the Grant Review Committee meeting.
3. The Grant Review Committee will review no more than five (5) applications per meeting. Approval by the Chair of the committee is required to exceed the maximum threshold of five (5) applications.
4. Applications forwarded for review by the Committee will be determined by Council staff, based on timeframe when the application was submitted and whether all documentation has been supplied in a timely manner.
5. All applications reviewed by the Committee will be scored using the appropriate rubric. Applications will receive scores based on their alignment with individual rubric variables, and the total score will be tallied.

Committee Recommendations for Approval

1. Committee recommendations for approval will be based on the following criteria: a.
 - a. Funding availability.
 - b. Rubric Score
 - i. Applications receiving a rubric score between 0-29% will not be recommended for approval.
 - ii. Applications receiving a rubric score between 30-49% will not be recommended for approval but the Committee may ask for additional information, allowing for rescoring in the future.
 - iii. Applications receiving a rubric score between 50-79% may be recommended for approval based on funding availability.
 1. Applications with medium alignment will have priority over low alignment applications, but less priority than an application with high priority.
 - iv. Applications receiving a rubric score between 80-100% may be recommended for approval based on funding availability.
2. Additionally, the Committee may not recommend any application that is determined to:
 - a. Not meet WDTF Policy

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- b. Not align with WDTF Goals
- c. Exceed funding availability.
- d. Limit availability of funding for other applications, or
- e. is determined to be duplicative or a misuse of Workforce Development Training Funds

Rubrics

- Subjective and transparent
- Staff analysis on first tab goes to scoring.
- Sent to committee ahead of review meeting, returned for consolidation for review.
- Review a maximum of 5 once per quarter, initial review in October.
- Scoring on variable 1 -3
- Total score corresponds to Variable Score Table for approval or further discussion.
- Committee makes the final decision.
- No appeals if denied, applicant can re-apply.
- Process and Rubric to be reviewed by Council during September meeting.

Motion by Mr. John Smith to approve the Grant Review Committee Policy & Procedures and Rubrics as presented. Second by Mr. Dan Puga. Motion carried.

***Launch Course Approvals**

Sherawn Reberry

- Review Firefighter 1 Academy at NIC per Clay
 - Clarification, advanced EMT certificate is not required to go into paramedic training.
 - Not industry requirement
- New Course Approvals
 - 3 providers added today.
 - S&P CDL Training – located in Mountain Home
 - Build the Best – second location in Twin Falls
 - Medical Career Academy
 - Medical assistant, 6-month Hybrid
 - Phlebotomy Technician, 8-week Hybrid
 - Medical Billing and Coding, 160 hours online
 - Pharmacy Technician, 160 hours Hybrid
- A flowchart was shared on how to become a provider. The website is also being updated to include a page for providers.

Motion by Mr. Tom Kealy to approve the Launch Course List as presented. Second by Ms. Jani Revier. Motion carried.

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Launch Updates

***Recommendation WDTF funding for FY23.**

- Dr. Reberry shared a presentation for the latest updates on Idaho LAUNCH.
- Invitation to Negotiate:
 - Closed July 28
 - 6 submissions
 - Reviews by Committee started August 4th.
 - Reviews completed by August 23rd.
 - Negotiations begin in mid to late September.
- Playbook
 - Currently going to print
 - Comprehensive Information for all aspects of the program
- FY23 Adult LAUNCH
 - 730 participants since July 1
 - \$5.5M set aside, 50% currently obligated
 - Discussion ensued regarding the WDTF monies and determining if there should be a recommendation to the council to move additional funds to Idaho LAUNCH for adults.

Motion by Ms. Jani Revier to approve \$1M in additional WDTF funding. Second by Mr. Dan Puga. Motion carried.

Policy Discussion

All

***Recommendation for Council for Idaho LAUNCH:**

- ***In-Demand Careers***
- ***Exceptions and Extensions***
- ***Physical Presence in Idaho***
- ***Application of LAUNCH grant towards student account***

- In-Demand Careers
 - Discussion ensued regarding the in-demand list and that we need to be truly data driven to arrive at the in-demand careers.
 - It was determined to present the in-demand careers for those that have an annual opening of 50 or more.

Motion by Mr. John Smith second by Dan Puga to have the in-demand careers list as annual openings 50 and above. Motion Carried.

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Adjourn for Lunch 11:30 AM

Call to order 12:10 PM

- Exceptions and Extensions
 - Discussion
 - 5 Extensions/ extenuating circumstances 5 – first commitment, after applying for the next available cycle.
 - Religious
 - Call letter or similar from verified religious organization.
 - Military
 - Orders / Enlistment papers
 - Structured Volunteer Service with Peace Corps or AmeriCorps
 - Copy of Contract
 - Health or Medical issues
 - Letter from physician stating that they can't receive reasonable accommodations by the training provider.
 - Program not available falls semester following graduation.
 - A letter from the approved training provider with the date they will be admitted to the program.

Motion by Ms. Janie Revier second by Mr. Dan Puga to accept the extension / extenuating circumstances with the required documentation, as outlined in statute. Motion Carried.

- Physical Presence in Idaho
 - Discussion
 - Online Providers with a physical presence in Idaho may be approved through the identified process to become an Idaho LAUNCH provider.
 - Physical Presence in Idaho is determined with an office location that is available for students to meet with staff in person as required or requested.
 - Physical Idaho address
 - Must be registered with the state.
 - TVCC – Caldwell campus only
 - Review State Board of Education definition

Motion by MS. Jani Revier to adopt the language as provided. Second by Ms. Lori Barber. Motion carried.

Break 1:15 PM

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Reconvene 1:41 PM

- Application of LAUNCH grant towards student account
 - Discussion ensued regarding the application of Idaho LAUNCH grant funds to student accounts.

Motion by Ms. Jani Revier to approve as recommended. Second by Mr. Clay Long. Motion Carried.

October Policy meeting will be full day on the 23rd in Boise.

Motion by Ms. Lori Barber to adjourn. Second by Ms. Jani Revier. Motion carried.

Adjourned at 2:46 PM.