

**BRAD LITTLE**  
GOVERNOR

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*Chair*

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*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

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

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

**Date:** Tuesday, September 26, 2023

**Time:** 3:00 PM - 4:30 PM

**Committee Members:** Brian Cox, Jake Reynolds, ~~Jay Larsen~~, Jeff Greene, Jenni Bradford (Proxy Adrian San Miguel), Joe Maloney, Kelly Kolb, Rico Barrera, ~~Adrian San Miguel~~

**Staff:** Matthew Thomsen, Stacy James, Denise Hill, Elaine Zabriskie, Thomas Morrison

**Guests:** Alyssa Romero, Lobby Idaho

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

**Welcome**

**Roll Call** – Quorum met.

**Review Agenda** – No changes.

**Review July 25, 2023 Meeting Minutes**

**Motion by Mr. Jake Reynolds to approve the July 25, 2023 Meeting Minutes as written. Second by Mr. Jeff Greene. Motion carried.**

**WDTF Financial Summary**

**WORKFORCE DEVELOPMENT COUNCIL**  
 Fiscal Year 2024 Budget  
 For the Period July 1, 2023 - July 31, 2023

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 509,100	\$ 36,993	\$ 472,107	7%
Personnel	\$ 509,100	\$ 36,993	\$ 472,107	7%
P Card Transactions (to be reimbursed from YARG)	\$ -	\$ 4,424	\$ (4,424)	0%
Administrative Services & Supplies	10,000	\$ -	\$ 10,000	0%
Communication Costs	12,000	789	11,211	7%
Computer Services & Supplies	36,000	-	36,000	0%
Contracts, Events & Other Council Activities	284,750	-	284,750	0%
Employee Development, Memberships & Subscriptions	6,400	120	6,280	2%
Employee Travel Costs	25,000	4,645	20,355	19%
Government Overhead & Insurance	6,250	-	6,250	0%
Rentals & Operating Leases	25,000	-	25,000	0%
Operating Budget	\$ 405,400	\$ 9,978	\$ 395,422	2%
Grand Total	\$ 914,500	\$ 46,971	\$ 867,529	5%

Trustee and Benefits FY24	
Grant Reimbursement Spending Authority	\$ 22,684,500
Innovation	133
Launch	4,005
Outreach	-
Employer	56,896
Industry Sector	28,933
Ending Balance	\$ 22,594,533

WDTF Financial Summary	
WDTF Cash Balance 1/1/2023	\$ 28,035,802
Revenue	375,468
Interest	81,454
Payments	50,110
WDTF Cash Balance 7/31/2023	\$ 28,442,614
Obligated Employer Grants	\$ 1,387,172
Obligated Industry Sector Grants	14,629,010
Obligated Innovation Grants	2,112,834
*Obligated Outreach Projects & Allocated Budget	181,143
Preceptorship	200,000
**LAUNCH	2,146,906
FY24 WDTF Admin Costs	867,529
Obligated Balance	\$ 21,524,593
Unobligated Balance	\$ 6,918,021
Proposals Under Review	40,000
Unobligated Balance if all funded	\$ 6,878,021

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 373,170	\$ 81,454	\$ -
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
FY24 Totals	\$ 373,170	\$ 81,454	\$ -

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

\*\*Includes all Launch funding made available for FY23.

**WORKFORCE DEVELOPMENT COUNCIL**  
**Fiscal Year 2024 Budget**  
**For the Period July 1, 2023 - July 31, 2023**

ARPA WFDT				
Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Idaho Launch	\$ 5,377,411	\$ 3,559,715	\$ 1,817,697	\$ 153,277
Talent Pipeline Management (TPM) – Regional Coordinators	\$ 1,036,726	\$ -	\$ -	\$ -
1 Percent Consulting		148,790		12,712
Idaho Associated General Contractors		147,314		
Center for Advanced Energy Studies		150,000		
Coeur d'Alene Area Economic Development Corp		148,000		83,830
Clearwater Economic Development Association		140,657		
College Southern Idaho		150,000		19,636
Idaho Manufacturing Alliance		151,965		5,050
Reserved for CHIPS Act Projects	\$ 17,808,863	\$ -	\$ 17,808,863	\$ -
Next Steps Idaho Investments	\$ 125,000	\$ 125,000	\$ -	
Idaho Launch Website & Marketing	\$ 175,000	\$ 275,000	\$ -	\$ 18,500
Salary	\$ 153,000	\$ 153,000	\$ -	\$ 8,753
Operating	\$ 324,000	\$ 324,000	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 25,000,000</b>	<b>\$ 5,473,440</b>	<b>\$ 19,626,560</b>	<b>\$ 301,758</b>

ARPA Child Care				
Category & Grantee	Budget	Obligated	Unobligated	Disbursements
Child Care Grants	\$ 14,798,900		\$ -	\$ -
Salary	\$ 186,100	\$ 186,100	\$ -	\$ 12,093
Operating Budget	\$ 15,000	\$ 15,000	\$ -	\$ 2,156
<b>Grand Total</b>	<b>\$ 15,000,000</b>	<b>\$ 201,100</b>	<b>\$ -</b>	<b>\$ 14,249</b>

***Idaho Out-of-School Network Innovation Grant***

The Idaho Out-of-School Network (ION) plans to provide 20 hours of pre-apprenticeship training to 150 secondary-school level youth and place them as STEM Ambassadors with employers in afterschool programs, summer camps, public libraries, and community schools. In addition, pre-apprentices will gain 80 more hours of direct work experience (100 total) mentoring younger youth with Idaho’s Think Make Create (TMC) mobile makerspaces and Idaho science standards aligned curriculum. ION will also provide 20 hours of on-the-job training to 100 existing employees of afterschool, summer camps, public libraries and community schools to become STEM Supervisors followed by 80 hours supervising pre-apprentices. STEM Supervisors will work at TMC Works sites overseeing STEM Ambassadors leading hands-on STEM activities with youth. TMC Works will prepare 250 trainees either for apprenticeships in child development, new apprenticeship pathways, and future careers in child development, education, and STEM-related industries. TMC Works will also expand the impact of the mobile makerspace program by teaching STEM activities to K-8th youth in schools, afterschool programs and at community events.

**WDTF Request:** \$ 989,432.00

Discussion:

- Match not on rubric – about 3% - 35K cash match, 1900 in kind
- 1<sup>st</sup> grant application
- Program would expand and increase capacity.

- Statewide project
- Connects out of school with STEM network – train the trainer mentality.
- Real world experience
- Primarily on the job training
- Power Tool use? Think, make, create – not direct, hands-on learning to be mechanically inclined in future.
- Building a whole new office?
  - Sustainability – only 2 years
    - Not required
    - Sponsorship – logo on trailer, funding in kind
    - Replication model
    - Continued support
- Pre-apprenticeship is new, think make create already existed.
- Good – collaboration with employers
- Is it really expanding the program? Yes, has been K – 8, moving to HS with more real-world experience.
- Training schedule – small number in beginning, large number at the end?
  - 4K per person, most in the final 2 qtrs.
    - This is apprenticeship cost is higher due to mentorship.
    - The out-of-school network is a smaller population.
- This project outcome should not overlap, other 3 may. This one is pre-apprenticeship. The other 3 are industry sector grants.
  - Different populations
  - Takes several different projects to reach a diverse population.
- Funding source could come from WDTE, but the ARPA funds require beneficiary questionnaire. Funds Micron is utilizing are a source not a fund.
- Letters of support are helpful.
- Issue: overlap on the projects, can go through rubric...
  - Need more match or industry financial support.
  - Numbers for trained outcome conservative?
- STEM job growth rate
- Nothing tangible that the adults are coming away with
- Institute Rubric for decision
  - Low Alignment
  - Send back for:
    - Clarity on wage gain/ what is gained?

**Motion by Mr. Rico Barrera to send back the Idaho Out-of-School Network Innovation Grant for further clarification to the originator. Second by Mr. Brian Cox. Motion carried.**

***STEM Action Center i-STEM Industry Sector Grant***

This project seeks to expand educator and student knowledge of employment opportunities in their region that require STEM skills such as design thinking, critical thinking, inquiry skills, and collaboration. Expansion of both the classroom kits available through professional development and the i-STEM library educational materials will encourage students to see themselves in STEM jobs that they might not otherwise know about. The i-STEM Summer Institutes, held in June regionally across the state at six

locations (NIC, LCSC, CWI, CSI, ISU, and CEI), with a choice of up to 30 topic strands, allows educators to gain in-depth topic instruction that can be effectively implemented in their classroom in the fall. The primary goal of i-STEM Summer Institutes is to provide professional development opportunities in STEM for rural and underserved communities, build capacity to engage students in vital topics, and build skills relevant to Idaho's future STEM workforce needs. This project seeks to expand i-STEM to incorporate more opportunities for educators and students to explore workforce opportunities in their communities.

**WDTF Request: \$ 586,500.00**

Discussion:

- Is the coordinator a state employee? New position, is it funded? Likely contracted.
- Good tools to continue growth, keynote speaker fees seem high.
- Jake Reynolds on STEM board, must recuse.
- Most of the funding going to materials
- In kind match is impressive

**Mr. Jake Reynolds has recused himself as he is a member of the STEM Board.**

**Motion by Mr. Jeff Greene to recommend approval of the STEM Action Center i-STEM Industry Sector Grant for the full amount of \$586,500.00 to the Executive Committee. Second by Mr. Joe Maloney. Motion carried.**

### ***Idaho STEM EcosySTEM Industry Sector Grant***

The Idaho STEM Ecosystem (EcosySTEM), which moved from Idaho STEM Action Center to Idaho Business for Education in July 2023, promotes STEM experiences for Idahoans. This grant will expand awareness of Idaho STEM careers by providing resources to educators and facilitating employer engagement with schools throughout the state through the addition of staff and programs. A full-time Ecosystem program coordinator will establish more contacts with like-minded STEM advocates from industry, out of school programs, non-profits, and education in the state. STEM Discovery workshops will be delivered to provide on-demand, on-site experience with entire teams of teachers from a school or small district. The purpose is to build collaborative relationships while imparting knowledge that will create an authentic and engaging environment for students. Workshops will be offered in each region and provide educators, working with students, training and resources that will assist with creating a passion and interest for STEM fields that leads to STEM careers. Regional meetings will facilitate discussion and ideas sharing between educators, employers, and STEM advocates. A statewide convening will also be held each year. This will help share best practices from across the state. During the grant the Idaho STEM EcosySTEM will engage in strategic development to determine long and short-term goals that will support the growth of the program.

**WDTF Request: \$ 706,255.00**

Discussion:

- Had innovation grant for 25K.
- Good STEM training

- Idaho Ecosystem investment appreciated.
- Substantial match
- Good for 5 years, asking for 2 years WDTF.
- Program Coordinator position more than 20% jump, seems high.

**Mr. Jake Reynolds has recused himself as he is a member of the STEM Board.**

**Motion by Mr. Joe Maloney to recommend approval of the Idaho STEM EcosySTEM Industry Sector Grant for the full amount of \$706,255.00 to the Executive Committee. Second by Ms. Jenni Bradford. Motion carried.**

**Note: The below grant was not reviewed due to time constraint.**

***University of Idaho 4-H Industry Sector Grant***

Through the Learn Everywhere with 4-H program, youth can earn in-school credit, for out-of-school learning. Learn Everywhere with 4-H extends learning opportunities to youth that participate in 4-H out-of-school programs by developing life skills and bringing in career awareness. The program targets 7-12 grade youth enrolled in public schools, by providing hands-on, practical experience to build and expand the youth's marketable soft skills for career, vocation, and/or educational paths after high school. It is imperative youth learn life skills, such as planning, focus, self-control, awareness, and flexibility during adolescence and before they venture on their own. Youth participating in 4-H have the opportunity to select what they learn, through a menu of course options available to them, overseen and taught by 4-H professionals and volunteers that are knowledgeable in the chosen subject areas. By the end of the course, youth will have increased their content knowledge of their chosen subject/course (i.e., animal science: nutrition, facilities, reproduction), but also have practiced building and refining their soft skills (professionalism, work ethic, communication, collaboration skills, problem-solving skills, etc.).

***\*Action: Find 30 mins to re-convene to find a time for the final grant review.***

**WDTF Request: \$ 761,209.81**

Discussion:

**Motion by Mr. Jake Reynolds to adjourn. Unanimous consent.**

**Meeting adjourned at 4: 35 p.m.**