

**BRAD LITTLE**  
GOVERNOR

**Wendi Secrist**  
*Executive Director*



**Deni Hoehne**  
*Chair*

**John Young**  
*Vice Chair*

## **WORKFORCE DEVELOPMENT COUNCIL**

514 West Jefferson Street, Suite 131, Boise, Idaho 83720

### **EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Thursday, November 9, 2023

**Time:** 2:00 – 3:30 PM

**Council Committee Members:** Deni Hoehne, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin, ~~Lt. Governor Scott Bedke~~

**Guests:**

**Staff:** Wendi Secrist, Amanda Ames, Matthew Thomsen, Stacy James, Rebecca Watson, Jenny Hay

**Call to Order at 2:01 PM**

**Roll Call** – Quorum Met

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

**\*Action Required**

**\*Review October 18, 2023 Meeting Minutes**

**Motion by Mr. John Young to approve the October 18, 2023 meeting minutes as written. Second by Ms. Sarah Griffin. Motion carried.**

**Budget Report**

**Stacy James**

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

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 509,100	\$ 70,757	\$ 438,344	14%
<b>Personnel</b>	<b>\$ 509,100</b>	<b>\$ 70,757</b>	<b>\$ 438,344</b>	<b>14%</b>
P Card Transactions (to be reimbursed from YARG)	\$ -	\$ 5,813	\$ (5,813)	0%
Administrative Services & Supplies	10,000	432	9,568	4%
Communication Costs	12,000	938	11,062	8%
Computer Services & Supplies	36,000	-	36,000	0%
Contracts, Events & Other Council Activities	284,750	1,015	283,735	0%
Employee Development, Memberships & Subscriptions	6,400	2,061	4,339	32%
Employee Travel Costs	25,000	5,020	19,980	20%
Government Overhead & Insurance	6,250	-	6,250	0%
Rentals & Operating Leases	25,000	2,546	22,454	10%
<b>Operating Budget</b>	<b>\$ 405,400</b>	<b>\$ 17,826</b>	<b>\$ 387,574</b>	<b>4%</b>
<b>Grand Total</b>	<b>\$ 914,500</b>	<b>\$ 88,582</b>	<b>\$ 825,918</b>	<b>10%</b>

Trustee and Benefits FY24	
Grant Reimbursement Spending Authority	\$ 22,684,500
Innovation	100,190
Launch	-
Outreach	19,118
Employer	176,074
Industry Sector	152,198
<b>Ending Balance</b>	<b>\$ 22,236,920</b>

WDTF Financial Summary	
WDTF Cash Balance 8/1/2023	\$ 28,442,614
Revenue	857,723
Interest	85,185
Payments	479,014
WDTF Cash Balance 8/31/2023	\$ 28,906,508
Obligated Employer Grants	\$ 1,370,048
Obligated Industry Sector Grants	14,493,244
Obligated Innovation Grants	2,012,777
*Obligated Outreach Projects & Allocated Budget	181,143
Preceptorship	200,000
**LAUNCH	2,341,845
FY24 WDTF Admin Costs	825,918
<b>Obligated Balance</b>	<b>\$ 21,424,974</b>
<b>Unobligated Balance</b>	<b>\$ 7,481,534</b>
Proposals Under Review	2,288,159
<b>Unobligated Balance if all funded</b>	<b>\$ 5,193,375</b>

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 373,170	\$ 81,454	\$ -
August	857,723	85,185	-
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>FY24 Totals</b>	<b>#####</b>	<b>\$ 166,639</b>	<b>\$ -</b>

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

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

<b>WIOA</b>				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 121,900	\$ 13,142	\$ 108,758	11%
<b>Personnel</b>	<b>\$ 121,900</b>	<b>\$ 13,142</b>	<b>\$ 108,758</b>	<b>11%</b>
Administrative Services & Supplies	\$ 1,000	\$ -	\$ 1,000	0%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	2,058	29,367	7%
Employee Development, Memberships & Subscriptions	17,575	-	17,575	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
<b>Operating Budget</b>	<b>\$ 50,000</b>	<b>\$ 2,058</b>	<b>\$ 47,942</b>	<b>4%</b>
<b>Grand Total</b>	<b>\$ 171,900</b>	<b>\$ 15,200</b>	<b>\$ 156,700</b>	<b>9%</b>

<b>YARG</b>				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 94,400	\$ 14,732	\$ 79,668	16%
<b>Personnel</b>	<b>\$ 94,400</b>	<b>\$ 14,732</b>	<b>\$ 79,668</b>	<b>16%</b>
Administrative Services & Supplies	\$ 675	\$ -	\$ 675	0%
Communication Costs	660	-	660	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	27,665	-	27,665	0%
Employee Development, Memberships & Subscriptions	1,000	-	1,000	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
<b>Operating Budget</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>0%</b>
<b>Grand Total</b>	<b>\$ 124,400</b>	<b>\$ 14,732</b>	<b>\$ 109,668</b>	<b>12%</b>

Trustee and Benefits	Beginning Balance	Apprentice Disbursements	Third-party Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 11,482	\$ 53,291	\$ 571,726

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## WORKFORCE DEVELOPMENT COUNCIL

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

Category & Location	ARPA WFDOT							
	Budget FY23	Budget FY24	Obligated FY23	Obligated FY24	Unobligated	Deobligation FY23	Deobligation FY24	Deobligation
Idaho Grants	\$ 11,897,992	\$ 9,277,811	\$ 11,897,992	\$ 9,269,224	\$ 2,298,267	\$ 7,046,473	\$ 628,284	\$ 6,294,710
Fed. Economic Management (FEM) - Regional Coordinators	\$ 3,124,000	\$ 2,026,729						
1. Project Consulting			148,790	148,790		283,118	25,421	148,790
Idaho Associated General Contractors			151,351	147,814		202,899		151,351
Center for Advanced Energy Studies			140,000	140,000		40,000		40,000
Center of Home Area Economic Development Corp			101,000	100,000			30,000	71,000
Chamber Economic Development Association			147,897	140,817		50,527	37,284	87,480
College Southern Idaho			140,000	140,000		60,468	38,484	112,142
Idaho Manufacturing Alliance			148,900	141,888		37,204	23,263	87,460
1000 Training & Employment Centers			48,000					48,000
Investment Tax Credit (ITC) Projects	\$ 11,500,000	\$ 17,428,899	\$ 4,348,811	\$ --	\$ 26,118,892	\$ --	\$ --	\$ --
Next Steps Idaho Investments	\$ 125,000	\$ 126,000	\$ 125,000	\$ 126,000	\$ --	\$ 112,798	\$ 18,202	\$ 129,218
Idaho Launch Website & Marketing	\$ 279,000	\$ 176,000	\$ 279,000	\$ 176,000	\$ --	\$ 42,864	\$ 8,699	\$ 11,878
Salary	\$ 126,000	\$ 138,200	\$ 126,000	\$ 138,200	\$ --	\$ 11,021	\$ 19,229	\$ 102,210
Operating	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ --	\$ 8,892	\$ 80	\$ 14,908
<b>Grand Total</b>	<b>\$ 25,000,000</b>	<b>\$ 25,000,000</b>	<b>\$ 17,694,811</b>	<b>\$ 1,213,850</b>	<b>\$ 27,183,219</b>	<b>\$ 8,407,844</b>	<b>\$ 1,132,792</b>	<b>\$ 6,540,251</b>

Category & Location	ARPA Child Care							
	Budget FY23	Budget FY24	Obligated FY23	Obligated FY24	Unobligated	Deobligation FY23	Deobligation FY24	Deobligation
Child Care Grants	\$ 14,824,488	\$ 14,749,800			\$ 10,848,200	\$ --	\$ --	\$ --
Good River Montessori Center			271,000			265,000		265,000
Mojo Run Daycare			140,000					
Mojo State Children's Center			998,728					
Mojo & Girl Club Ash County (Brewer)			480,000					
Mojo & Girl Club Clark County (Waller)			480,000					
Mojo & Girl Club Magic Valley (Raper)			140,000					
Mojo & Girl Club Idaho (Raper)			140,000					
Good River Learning Center			48,947			29,843		29,843
Good River Preschool			90,758				48,943	48,943
Good River Daycare			90,500			923,261		923,261
Get Ready to Learn, Kasper			79,000					
Idaho College			1,279,889					
Idaho Community Health Clinic			975,000					
UP Research Preschool and Daycare			918,000					
Little Ark with Daycare			47,000			28,688		28,688
Lucky Child Preschool			2,188,000			2,188,000		2,188,000
Magical Stars Spanish Preschool			207,000					
Mojo			140,000					
Mojo & Girl Club			179,268					
Mojo & Girl Club The Wayland Daycare & Learning			2,280,000			971,480		971,480
Montessori Asset			148,728					
The Little Red Rascal Child Care			510,871					
Toy Train Learning Center			293,423			29,843	87,800	80,490
Toy Train			888,963				288,872	288,872
Treasure Valley YOLA			720,000					
United Way of South Central Idaho (B-Brewer)			900,000			50,428		50,428
Magic Mountain Child Development			492,000			14,628		14,628
White Child			76,000			12,888		12,888
WOLF			400,000					
Wyco Regional Economic Coalition			1,028,138			111,484	111,484	221,468
Wyco Public Library				8,000,000				
Wyco Woodlawn				889,700				
Salary*	\$ 181,800	\$ 186,500	\$ 181,800	\$ 186,500	\$ --	\$ 170,180	\$ 26,762	\$ 186,678
Operating Budget	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ --	\$ 18,074	\$ 1,034	\$ 18,286
<b>Grand Total</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 4,050,800</b>	<b>\$ 10,949,200</b>	<b>\$ 3,687,814</b>	<b>\$ 383,025</b>	<b>\$ 4,068,841</b>

\*Includes expenditures FY22

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

In Demand Careers				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 1,005,100	\$ 46,353	\$ 958,747	5%
<b>Personnel</b>	<b>\$ 1,005,100</b>	<b>\$ 46,353</b>	<b>\$ 958,747</b>	<b>5%</b>
Administrative Services & Supplies	\$ 15,000	\$ -	\$ 15,000	0%
Communication Costs	16,200	201	15,999	1%
Computer Services & Supplies	153,200	8,772	144,428	6%
Employee Development, Memberships & Subscriptions	12,000	684	11,316	6%
Employee Travel Costs	45,000		45,000	0%
Contracts, Events & Other Council Activities	3,729,200	468	3,728,732	0%
Rentals & Operating Leases	21,950		21,950	0%
Government Overhead & Insurance	2,350		2,350	0%
<b>Operating Budget</b>	<b>\$ 3,994,900</b>	<b>\$ 10,125</b>	<b>\$ 3,984,775</b>	<b>0%</b>
<b>Grand Total</b>	<b>\$ 5,000,000</b>	<b>\$ 56,478</b>	<b>\$ 4,943,522</b>	<b>1%</b>

In Demand Careers		
Month	Transfer In	Interest
July	\$ 20,000,000	\$ -
August	(11,250,000)	1,914
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
<b>FY24 Totals</b>	<b>\$ 8,750,000</b>	<b>\$ 1,914</b>

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

CNA Study				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ -	\$ -	\$ -	0%
<b>Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Administrative Services & Supplies	\$ -	\$ -	\$ -	0%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Employee Development, Memberships & Subscriptions	-	-	-	0%
Employee Travel Costs	-	-	-	0%
Contracts, Events & Other Council Activities	106,070	-	106,070	0%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
<b>Operating Budget</b>	<b>\$ 106,070</b>	<b>\$ -</b>	<b>\$ 106,070</b>	<b>0%</b>
<b>Grand Total</b>	<b>\$ 106,070</b>	<b>\$ -</b>	<b>\$ 106,070</b>	<b>0%</b>

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### **\*WDTF Grants**

**Kelly Kolb**

- University of Idaho 4-H Industry Sector Grant

#### Description:

Through the Learn Everywhere with 4-H program, youth have the opportunity to 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 for youth to 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 can 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.).

- \$761,209.81 from Semiconductor-Related Investments
- Expansion of existing program

#### Funding

**Motion by Mr. John Young to approve the University of Idaho 4-H Industry Sector Grant as presented. Second by Ms. Sarah Griffin. Motion carried.**

- Idaho Out-of-School Network Innovation Grant

#### Description:

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.

- \$950,546.30 from Semiconductor-Related Investments
- Expanding on past work – trailers
- Impact to 10K youth

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**Motion by Ms. Sarah Griffin to approve the Idaho Out-of-School Network Innovation Grant as presented. Second by Mr. John Young. Motion carried.**

- Premier Technology Employer Grant

Description:

Premier Technology located in Blackfoot, Idaho is an engineering, manufacturing, fabrication, and construction company who primarily services the food and beverage, nuclear, mining, federal and commercial services industries. Premier will add 85 new employees and retrain 160 current employees during the grant period. Most of the training will focus on training employees with skills needed in tig and arc welding. Quality Inspectors, Machinists, Electricians, Project Managers, Engineers, Drafters and Designers will also receive training under the grant. Electricians and welders will be trained using the US DOL Registered Apprenticeship Program.

- \$428,749.52 from WDTF
- Majority focus on welding skills
- Training for 85 new employees and retraining of 160 current employees.

**Motion by Mr. Kelly Kolb to approve the Premier Technology Employer Grant as presented. Second by Mr. Joe Maloney. Motion carried.**

- Idaho Nonprofit Center Innovation Grant

Description:

Based on data collected from member nonprofits and from INC's own State of the Nonprofit Sector report, the top four gaps in skills/competencies for nonprofit professionals were a) Nonprofit Financial Management Skills, b) Nonprofit Communications and Public Relations Skills, c) Nonprofit Administration (executive leadership) Skills, and d) Nonprofit Fundraising Skills. To meet this need, INC is applying for an Innovation Grant to further develop and expand access to related professional development tracks available to Idaho's nonprofit professionals (statewide).

- \$55,000.00 from WDTF

**Motion by Mr. Joe Maloney to approve the Idaho Nonprofit Center Innovation Grant as presented. Second by Ms. Sarah Griffin. Motion carried.**

**\*FY24 Child Care Grant Award – Public Safety Set-Aside**

**Sarah Griffin**

- National Law Enforcement Foundation
  - \$3,000,000.00
  - Ada and Canyon County
  - Creating 100 seats
  - 5:00 AM – 10:00 PM
  - Strong benefits and wages
  - Strong community partnerships

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**Motion by Mr. Kelly Kolb to approve the National Law Enforcement Foundation Grant as presented. Second by Mr. Joe Maloney. Motion carried.**

### **December Council Meeting Agenda Development** **All**

- Virtual 8:00 AM – 12:30 PM
  - Executive Committee to be in person at WDC Office
  - Executive Committee will meet 12:30 – 5:00 PM
  - Dec. 14<sup>th</sup> Executive Committee Meeting to be cancelled.
- Action Items
  - Eligible training provider policy
  - Launch recapture and repayment.
  - Utilization of WDTF
    - Proposed 60% Launch- 40% other.
- Forego Industry Deep Dive and Grant Reviews

### **Executive Director's Report** **Wendi Secrist**

- Governor Little's National Apprenticeship Proclamation
- KPI Committee
  - Working to tie the effectiveness of Launch to tangible data.
  - Comparisons to neighboring states "Go On" rates.
- 2 new members to Council
  - Todd Putren Chief Nursing Officer, Northwest Specialty Hospital
  - Jeff Hough, Commissioner, Bannock County
- 2 additional new members in process
- Currently working on December re-appointments
- Veterans Chamber of Commerce Award
- New WDC staff member, Dee Devol, Technical Records Specialist
- JFAC Meeting
  - Many questions about Launch
  - Appreciation for steps taken to stay within the guardrails.
  - Would like to see the list of in-demand careers and approved training providers.
  - Senator Lent gave a very good overview.

### **Executive Committee Open Discussion** **All**

**Motion by Ms. Sarah Griffin to adjourn. Second by Mr. Joe Maloney. Motion carried.**

**Adjourned at 3:17 p.m.**