

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, February 22, 2024

Time: 2:00 – 3:30 PM

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

Guests:

Staff: Wendi Secrist, Denise Hill, Jenny Hay, Sherawn Reberry, Elaine Zabriskie, Stacy James

Call to Order at 2:04 PM

Welcome

Deni Hoehne, Chair

- Roll Call
- Review Agenda – additional action item, “Consider price increases for Idaho LAUNCH from Idaho State University and Idaho CDL.”

Mr. Young requested unanimous consent motion to amend the agenda to consider price increases for Idaho LAUNCH from Idaho State University and Idaho CDL. The reason for requesting action today is that the Policy Committee did not achieve quorum on Tuesday when the item was planned to be reviewed and students are being held from registering for these courses until the changes are approved. Second by Mr. Kelly Kolb. No objections, motion carried.

- ****Review January 11, 2024 Meeting Minutes***

Unanimous consent motion by Ms. Sarah Griffin to approve the January 11, 2024 Meeting Minutes as written. Second by Mr. Kelly Kolb. No objection, motion carried.

Budget Report

Wendi Secrist

- Making progress with Luma. Have November budget report, December possibly early next week.
- Inter-agency billing is now working.
- Distribution of interest is still a challenge which affects the WDTF and In-Demand Careers funds.
- LAUNCH:
 - Project turning off Adult Launch mid to late March based on spending.
 - IDOL collections could change this, currently not tracking with anticipated revenue for FY24.
- JFAC Updates – budget “enhancements” were presented to JFAC 2 weeks ago.
 - Questions were mostly around process, budget should be set tomorrow.

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- Legislative intent language being considered for in-demand careers.
 - If yes, direct response would be expected to JFAC by Aug 1.
 - Would limit number of contingent letters in December so Legislature could review.
- Some discussion on opening the statute.
- Adult Launch FY25 funding amount should be available by March 6th Council meeting.

***Price increases for Idaho LAUNCH**

Dr. Sherawn Reberry

- Idaho State University
 - \$300 increase to Front End Software Engineer – Promineo Tech
 - \$300 increase to Back End Software Engineer – Promineo Tech
- Idaho CDL
 - \$660 increase to Class A CDL Course Standard
 - \$380 increase to Class A CDL Course Basic
 - \$310 increase to Class B CDL Course Class A Refresher

Motion by Mr. John Young to approve the price increases for Idaho LAUNCH from Idaho State University and Idaho CDL. Second by Ms. Sarah Griffin. Motion carried.

***WIOA State Plan**

Elaine Zabriskie

- Economic & Workforce Analysis Observations:
 - 10% net growth in jobs between 2020 and 2022.
 - High levels of growth in income and GDP.
 - Good match between growing industries and available training.
 - Health care jobs and technology continue to be hard to fill.
 - Those below poverty level have an unemployment rate of 9.1%, education is key.
 - Those with self-care and independent living issues participate minimally in the workforce.
 - Large disparities in educational attainment by race.
 - Non-English speakers face challenges in attaining education.
- Analysis – Listening Sessions:
 - Consistent themes - education & training, solutions, workforce training, awareness, and career pathways being the top 5. Youth number 6 when you combine the positive and negative comments about youth.
- Funding and Outcomes
- State Plan Goals
 1. Improving public awareness and access to the workforce system
 2. Build workforce system capacity to receive participants with more significant barriers to employment.
 3. Service to youth.
 4. Career pathways and sector partnerships
- Goals 1 and 4 are holdovers from the previous plan.

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- Received one comment during the public comment period stating how difficult it was to understand.

Motion by Ms. Sarah Griffin to approve the WIOA State Plan for submission on March 2, 2024. Second by Mr. Kelly Kolb. Motion carried.

****Child Care Expansion Grants***

***Sarah Griffin, Child Care
Committee Chair***

Discussion:

- Primary considerations were rubric scores, child care gap, and geographic distribution.
- Partial funding for some applications indicated they could move forward if not fully funded.
- Small providers are targeted for second round, have set-aside funding.
- Adding 1,806 child care seats across the state with this group, expect an additional 300 with the additional small providers submitting applications.
- FY23 added over 2,700 seats.

Large Providers

- ABC Above and Beyond the Classroom
 - \$72,318
 - Region 6
 - This project will add 7 spots for children ages 4-5 and 17 spots for ages 6-9 in existing facility. Grant funds would support ABC's summer program and be used primarily for 2 months of personnel costs for 3 lead teachers and 3 teachers and 2 months' benefits for director, as well as basic staff training, outreach, services, and supplies/equipment costs.
 - Evidence of Project Readiness: MOU with Teton School District supporting start-up costs and ongoing operational costs in perpetuity and/or until child care revenues are sufficient to achieve sustainability without TSD support.
- Boys and Girls Club Ada County – Kuna
 - \$609,000
 - Region 3
 - This project is a continuation of an FY23 project, seeking additional funds. It will create new Kuna facility and add 800 spots for kindergarten-12-year-olds. This will be supplemented by an adjacent, proposed infant-pre-K full-day facility (separate CCEG FY24 grant applicant, Giraffe Laugh). Grant funds would be used for construction of 27,000 sq ft Kuna facility.
 - Evidence of Project Readiness: Current status of expansion project is known to WDC staff through grant administration of FY23 award; construction is currently underway. Employer partnership letter demonstrates up-front investment of \$4,000,000.00 towards construction. Architectural contract, blueprints, and detailed bid list provided.
- Boys and Girls Clubs of Lewis Clark Valley
 - \$832,000
 - Region 2

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- This project is a continuation of an FY23 project, seeking additional funds. It will create 400 additional spots, with 60 pre-K, 684 for out-of-school ages 6-13, and 30 for disabled children. Grant funds would be used for capital improvements to the existing 45,000 sq ft building.
- Evidence of Project Readiness: Status of expansion project is known to WDC staff through grant administration of FY23 award; construction is currently underway with director projecting expansion ribbon-cutting in fall 2024. Construction timeline, permit, and bids provided.
- Castleford School District Wolf Pup Preschool
 - \$270,000
 - Region 4
 - This project will add 4 additional spots for 4-5-year-olds and 14 spots for 3-year-olds. Grant funds would be used to purchase a mobile modular classroom.
 - Evidence of Project Readiness: Blueprints, estimates, school board approval, supplies budget.
- City of New Meadows
 - \$600,000
 - Region 3
 - This project will add 40 slots: 20 for ages infant-5-year-old, 10 for 5-9-year-olds, 10 for 9-13-year-olds. Grant funds would be used to renovate 4,200 sq ft former recycling center on City-owned property, including addition of concrete footings and re-sheathing and cladding of roof and walls.
 - Evidence of Project Readiness: Community needs assessment, property deed for facility building owned by City, schematic floor plan, feasibility study.
- Genesee Joint School District #282
 - \$284,962
 - Region 2
 - This project would create 19 new child care spaces: 5 infants, 6 toddlers, 8 preschool students. Grant funds would be used to renovate a residential building owned by applicant into an ADA-compliant child care, new flooring, personnel and fringe for new director, child care/office supplies and equipment, professional services, staff travel and training, and outreach.
 - Evidence of Project Readiness: Interim start-up funding from school district in place, fence estimate, insurance policy verification, school district agreement waiving rent.
- Giraffe Laugh
 - \$750,314.40
 - Region 3
 - This project would create 66 new spaces in new facility: 9 infants, 9 1-2-year-olds, 14 2-3-year-olds, 15 3-4-year-olds, 19 4-5-year-olds. Grants funds would be used for personnel and fringe costs for center director, 8 FT and 12 PT staff, and 2 cooks; equipment for five classrooms and playground, new industrial kitchen and associated equipment. This project will be housed alongside Boys and Girls Club of Ada County (separate CCEG FY24 grant applicant), utilizing some shared and donated space and resources from BGC, and offering hours and ages served to complement BGC Ada services.

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- Evidence of Project Readiness: Itemized lists of furnishings/supplies/equipment costs, landscape and floor plans and estimates, industrial kitchen estimates, reserve funds account statement (for interim funding).
- Idaho Falls Family YMCA
 - \$204,500
 - Region 6
 - This project would add 26 spaces: 6 2–3-year-olds, 10 3–4-year-olds, 10 4–5-year-olds. Grant funds would be used for personnel and fringe costs for director, one full time lead, and two part-time staff; classroom and office supplies and equipment; facility repairs and rent; passenger van; insurance, and administrative services.
 - Evidence of Project Readiness: facility repairs estimate, itemized supplies and equipment list, van quote, lease agreement.
- Kreative Kids Academy
 - \$644,000
 - Region 4
 - This project would add 86 spaces: 12 infants, 26 toddlers, 24 3–4-year-olds, 24 4–5-year-olds. Project match will cover expansion costs of facility renovation and outdoor play area upgrades. Grant funds would be used for operational expenses: personnel and fringe costs for 34 full time employees, staff training and background checks, child care and office supplies and equipment, marketing and outreach, utilities and maintenance services, insurance and professional services, curriculum subscription, licensing, and phone/internet.
 - Evidence of Project Readiness: 10-year lease, floor plan, bank line of credit pre-approval, private financing commitment letter, itemized lists for classroom, kitchen and outdoor playground equipment supplies and equipment, proof of insurance.
- Lincoln County
 - \$450,000
 - Region 4
 - This project would add 30 spaces for 3–5-year-olds. Grant funds would be used for personnel and fringe for 2 teachers and 3.5-day care staff; passenger van; outreach, construction of 1,000 sq ft addition to existing building, purchasing building (remainder of lease-to-own balance), and administrative services.
 - Evidence of Project Readiness: Insurance, 10-year lease/purchase agreement, excavation estimate.
- Lollipop Land
 - \$922,456
 - Region 6
 - This project would add 107 spaces: 10 infants, 37 toddlers, 18 3–4-year-olds, 18 4–5-year-olds, 24 6–12 year olds. Grants funds would be used for classroom, office, and kitchen equipment; purchase of lot; construction of 5580 sq ft building, parking lot, fencing, playground, and landscaping.

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- Evidence of Project Readiness: Lender pre-approval letter, broker's opinion of value, itemized equipment lists, construction and architectural estimates, playground and landscaping estimates and materials list, preliminary site plan, real estate purchase agreement.
- Loly's Daycare LLC
 - \$400,000
 - Region 3
 - This project would add 40 spaces: 8 2-year-olds, 12 3-year-olds, 12 4–5-year-olds, 8 6–12-year-olds. Grant funds would be used to construct addition to existing facility including classrooms, bathroom, and breakroom.
 - Evidence of Project Readiness: Staff recruitment and retention strategy, supplies/furnishings list.
- Mayra's Spanish Preschool and Daycare LLC
 - \$195,000
 - Region 3
 - This project would add 28 spaces: 15 infants, 10 toddlers, 3 2–3-year-olds. Grant funds would be used for child care/office supplies and equipment, utilities, building repairs, remodel/construction including HVAC, concrete, parking area, alarms, painting, fencing, basement, interior sprinkler system; maintenance of playground, landscaping and sprinkler; and mortgage payment.
 - Evidence of Project Readiness: Expansion project has been in progress for most of 2023. Receipts of architectural and contractor services already completed; zoning permits already acquired; staff recruitment and retention strategy; insurance certificate; City of Boise Operations & Maintenance Plan.
- Nampa School District DBA Endeavor Academy
 - \$285,748
 - Region 3
 - This project will add 67 spaces: 14 infants, 29 toddlers, 12 3-year-olds, 12 pre-K. Grant funds would be used for personnel and fringe costs for 13 employees, staff training, child care supplies and equipment, license and background check fees.
 - Evidence of Project Readiness: Letter of support from school district committing to covering interim expansion costs; equipment list/costs (in application document); job posting and employee handbook materials as preparation for hiring.
- The Advocates
 - \$455,000
 - Region 4
 - This project would create 35 spaces in new facility: 2 infants, 13 toddlers, 10 3-year-olds, 10 pre-K, Grant funds would be used for personnel and fringe costs for 5.0 FTE staff including director, child care and office supplies and equipment, utilities, repairs, remodel including new flooring, paint, doors, kitchen, heating, maintenance, insurance, travel mileage, license fees, subscriptions, and volunteer-related expenses.

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- Evidence of Project Readiness: Needs assessment, itemized supply and equipment budget, staff recruitment and retention strategy, construction estimates, balance sheet showing progress of capital campaign and reserve account for interim funding.
- Tiny Tots Daycare and Preschool LLP (Malad)
 - \$258,620
 - Region 5
 - This project will create 40 new spaces: 2 infants, 15 toddlers, 10 3-4 yr. olds, 10 4-5 yr. olds, 3 6-13 yr olds. Grant funds would be used for personnel and fringe for 4 new staff, staff training, printer/computer supplies, tablets and educational supplies, child care equipment, marketing materials, repairs including flooring and sheetrock, 12 months' rent, purchase of sprinkler system, safety equipment and other building upgrades, food for children.
 - Evidence of Project Readiness: Supply list, four-year lease agreement through April 2025 with renewal option.
- Whole Child LLC (large center)
 - \$300,000
 - Region 6
 - This project would create 37 spaces: 7 infants, 16 toddlers, 7 3-5 yr olds, 7 6-13 yr olds. Grant funds would be used for child care equipment and supplies, building remodel/addition.
 - Evidence of Project Readiness: Loan pre-approval letter for interim financing, lease agreement, remodel plan and supply list, staff recruitment and retention plan, construction estimates and bids, remodel plan summary.

Total \$7,533,918.40

Small Providers

- Bruneau-Grand View School District
 - \$165,000
 - Region 3
 - This project will add 3 infant spots, 3 toddler spots, and 5 3-4-year-old spots. Grant funds would be used for facility repairs, playground construction, monthly rent, and personnel costs.
 - Evidence of Project Readiness: employer partner/school district board of trustee's minutes indicating financial and technical support for initial opening and expansion.
- Ignite Idaho
 - \$96,449
 - Region 3
 - This project would create a new facility with 11 spaces: 2 2-year-olds, 3 3-year-olds, 4 4-5-year-olds, and 2 school-aged. Grant funds would be used for personnel and fringe costs for one full-time employee, office and child care equipment, bathroom construction and outdoor fence installation, facility rent, insurance, licensing, and background check fees.
 - Evidence of Project Readiness: Estimates for plumbing and fencing, and fire inspection passage report. Application states that employee is already hired, and licensing is in process.

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Total \$261,449

Motion by Mr. Kelly Kolb to approve the Child Care Expansion Grant Provider Application requests as presented. Second by Mr. John Young. Motion carried.

WDTF Grants

Kelly Kolb/Wendi Secrist

- Currently requests exceed the amount of available funding.
- Number of proposals exceeds the Grant Review Committee capacity for review.
- Need for a clear, equitable plan going forward.
- Mr. Thomsen's recommendation:
 - Suspend funding until the new fiscal year begins in July to allow for fund balance to grow and start again with awards in September.
 - ARPA and Semi-conductor items will be complete by the end of June.
- Approval Process Discussion
 - Recommendation:
 - Work-Based Learning Committee to review Innovation Grant applications exceeding \$25K and term of 2 years.
 - Committee will review the Work-Based learning portion of the application to determine appropriateness, alignment to Council goals, replicability, and whether existing programs exist.
 - Committee may make recommendations on best practices or other improvements to benefit the grant.
 - Staff will work with applicants on recommendations made by the Work-Based Learning Committee prior to sending application to Grant Review Committee for Review.
- Talent Pipeline Management
 - TPM host organizations would need to be sustained past the June 30, 2024 end date of the ARPA funding.
 - Formally require industry sector and innovation applicants to partner with TPM project facilitators to ensure proposed project aligns with the needs of industry and community served.
 - Recommendation:
 - Allocate \$550K to TPM host organizations in strategic areas.
 - Continue funding five of the current seven:
 - Coeur d'Alene Area Economic Development - \$75,000 per year
 - Clearwater Economic Development Association - \$45,000 per year
 - College of Southern Idaho - \$90,000 per year
 - Center for Advanced Energy Studies - \$250,000 per year
 - Idaho Manufacturing Alliance - \$90,000 per year
 - Council needs to discuss and make final decision for FY25.

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- Discussion
 - Makes sense to have Work-Based Learning Committee involved.
 - Changes to process would come through the Policy Committee.
 - Add TPM discussion/recommendation to March 6 Council Meeting Agenda.

March Council Meeting Agenda

Deni Hoehne

- 2 Outreach Grant requests in the queue. Need to ask Council for funding.
- WIOA State Plan Presentation – need Council to ratify Executive Committee decision.
 - Interactive component – participants /career planner to talk about the outcomes.
- Workforce Strategies for Justice-Involved Idahoans
- WDTF Grants – focus on Semiconductor/STEM Investments related to Micron’s expansion.
- Idaho OSHA presentation or similar to focus on employee wellness.

Executive Director Report – Deferred to next meeting

Wendi Secrist

Executive Committee Open Discussion

All

- Council Member Status
 - New Appointments
 - Stepanie Pfeifer, Nightforce Optics
 - Jody Hendrickx, Hendrickx Logging, Inc.
 - In process
 - Jason Hudson
 - Openings
 - 1 Veteran
 - 1 Industry (food Service)

Adjourn

**Unanimous consent motion by Mr. John Young to adjourn. No objection. Motion carried.
Adjourned at 3:30p.m.**