

**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, July 11, 2024

**Time:** 2:00 – 3:30 PM

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

**Guests:** Laura Henning, Treasure Valley Waldorf DBA Wildflowers

**Staff:** Wendi Secrist, Denise Hill, Sherawn Reberry, Matthew Thomsen, Amanda Ames, Jenny Hay, Elaine Zabriskie

#### **Call to Order at 2:02 PM**

##### **Welcome**

- Review Agenda – no changes

**Deni Hoehne, Chair**

##### **\*Review June 13, 2024, Meeting Minutes**

**A unanimous consent motion by Ms. Griffin to approve the June 13, 2024, Meeting Minutes as written. Second by Mr. Kolb Motion carried.**

##### **FY25 Budget Update/FY26 Budget Requests**

**Wendi Secrist**

- In process of closing FY24
- FY25 Operating budget approved at Council meeting in June – no changes or concerns
- Some questions still open with LAUNCH funding, need confirmation of reappropriation to finalize number of grants available
- FY26 Budget due by Sept 1<sup>st</sup>, we will be submitting on August 19th
- Goal is to have no line item requests, submit maintenance only - meeting with DFM on Monday to strategize possible path to address carry over authority
- Department of Health & Welfare may have funds to continue child care efforts

##### **\*Child Care Expansion Grants**

**Sarah Griffin**

- Budget Review



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This balance includes P&E for FY24, FY25, & FY26

CECG FY2024 Obligated Fund Balance with Requests							
	Beginning Balance	Total FY2024 Requests	Obligated to Date	Remaining Balance to Obligate	Small Provider Requests 6/28/2024	Recommended to Award 6/28/2024	Obligated Totals
Personnel & Operating	\$ 508,600.00	\$ -	\$ 508,600.00	\$ -	\$ -	\$ -	\$ 508,600.00
Public Safety	\$ 3,000,000.00	\$ 3,000,000.00	\$ 2,962,475.00	\$ 37,525.00	\$ -	\$ -	\$ 2,962,475.00
Large Providers	\$ 7,533,964.77	\$ 25,267,645.07	\$ 7,533,918.40	\$ 46.37	\$ -	\$ 104,794.37	\$ 7,533,918.40
Wonderschool	\$ 849,700.00	\$ -	\$ 849,700.00	\$ -	\$ -	\$ -	\$ 849,700.00
Small Providers	\$ 3,150,300.00	\$ 4,169,063.00	\$ 261,449.00	\$ 2,888,851.00	\$ 3,761,283.00	\$ 2,821,628.00	\$ 261,449.00
<b>Total</b>	<b>\$ 15,042,564.77</b>	<b>\$ 32,436,708.07</b>	<b>\$ 12,116,142.40</b>	<b>\$ 2,926,422.37</b>	<b>\$ 3,761,283.00</b>	<b>\$ 2,926,422.37</b>	<b>\$ 12,116,142.40</b>

This balance includes uncontracted FY2023 rollover funds

- Recommendations
  - Funding meeting held June 28, 2024. Approach:
    - Removed those that scored 14 and below
    - Looked at shovel ready, substantiated complaints
    - Lowest score is 16 in those going forward for recommendation
    - Leftover funds moved to a partial recipient in large providers
    - Discussion:
      - Region 3 heavier with applications, how did committee feel about regional distribution?
        - Looked at prior funding, feel like coverage is nicely distributed
      - 6 applicants withdrew or were ineligible
      - Do you feel the risk is higher with new facilities?
        - It is easier with existing facilities to see what is currently happening, complaint histories are more important
        - New facilities can also seem easier because of clean slate, process is more open; committee did deep dive into their plans
        - Goal was to get new providers; they were asked to work with Wonderschool for technical assistance

**Small Providers**

Acuarela LLC Region 3

This project would create 8 new child care spaces in addition to 12 existing, caring for children 2+ years old in bilingual facility. Grant funds would be used for outbuilding addition to home-based facility, additional parking and updated fencing.

- Evidence of Project Readiness:

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- Property identified? Yes – current residence
- Interim funding types? Savings
- Recent progress on research/process? Engineer completed inspection

- Funds Requested \$120,000

### Apples and Oranges Daycare Region 3

This project would add 6 spaces to existing in-home, family facility for total of 12 spaces (group) for ages infant-5 years. Grant funds would be used to build-out existing child care space by 300 sq ft, remove walls and add flooring/windows, remove pool, add sod and landscaping, purchase used mini-van for child transport, and purchase child care supplies.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence
  - Interim funding types? Credit lines with retailers, will apply for loan from CapEd
  - Recent progress on research/process? Registered with sam.gov, City of Boise told her recently her current space is approvable as-is for a group care
- Funds Requested \$90,000

### Armbruster-Kids Family Daycare Region 3

This project would be new business in owner-occupied, leased residential property (five-year lease). Project would add 12 spaces for ages infant - 5. Grant funds would be used for 1.5 FTE personnel for one year, child care/office supplies, rent and utilities.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence
  - Interim funding types? Credit cards & Savings
  - Recent progress on research/process? “Pre-approved” for permit by Planning and Zoning
  - Additional readiness details: Registered at sam.gov completed background checks
- Funds Requested \$138,547

### Ashley's Daycare & Montessori Region 6

This project would create a new child care with 12 spaces for children ages 2-13. Grant funds would be used for renovation to convert an existing garage to classroom/facility space, playground construction, septic, fencing and gravel parking lot, classroom supplies, and permit fees.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence
  - Interim funding types? Proposed HELOC or second mortgage up to \$250K
  - Recent progress on research/process? NA
- Funds Requested \$152,665

### Baraka Childcare Region 3

This project is for an existing home-based facility to add 6 child care spaces for ages infant – 13 years. Grant funds would be used for repairs and upgrades to fence and garage doors, construction of backyard canopy, expansion of patio and playground, purchase of passenger van, and child care/office supplies and furnishings.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence

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- Interim funding types? Will use savings and credit cards as needed
- Recent progress on research/process? Completed expansion to group child care in April with 6 added spaces ad full enrollment
- Funds Requested \$60,000

### **Bilingual Adventures Academy Region 3**

This project would expand an existing group facility to a small center, creating 12 new spaces for children ages 3-5. Grant funds would be used for personnel, supplies including kitchen appliances, classroom technology, furnishings, toys and curriculum, office furnishings and basic supplies, playground structures, signage and marketing, utilities, lease payments, insurance and accounting, professional development, license fees, and software subscriptions.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence
  - Interim funding types? Credit cards, may apply for a loan
  - Recent progress on research/process? NA
- Funds Requested \$180,000

### **Creative Corner Learning Center LLC Region 1**

This project would add 12 spaces for children ages infant – 12 years. Grant funding would be used for remodeling a leased commercial property, purchasing child care supplies, insurance, and personnel costs.

- Evidence of Project Readiness:
  - Property identified? Yes – proposed 10-year commercial lease – has quote and lease proposal
  - Interim funding types? Intends to apply for loan. Will need at least \$210,000 loan to complete construction project; has not yet sought pre-approval
  - Recent progress on research/process? NA
- Funds Requested \$180,000

### **Ducks In A Row Daycare Region 3**

This project would create a new facility with 12 spaces for children ages infant – 12 years. Grant funds would be spent on remodeling and upgrades to doors, laundry room, bathroom, lighting, carpet, floor replacement, exterior painting, new fencing for back yard, driveway paving, and supplies including computer/printer, toys, and furnishings.

- Evidence of Project Readiness:
  - Property identified? Yes, current residence
  - Interim funding types? Savings
  - Recent progress on research/process? NA
- Funds Requested \$180,000

### **Gem Kids Infant and Toddler Center LLC Region 3**

This project would be a new facility in a proposed, leased residential space, offering 12 spaces for infants – 4 years. Grant funds would be used for personnel, supplies including office and classroom furniture, computer, printer, TV, toys and curriculum, rent, utilities, small repairs, and insurance.

- Evidence of Project Readiness:
  - Property identified? No

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- Interim funding types? Personal savings of \$50K, credit cards
- Recent progress on research/process? Has been tracking property listings, has relationship with local property management company
- Funds Requested \$180,000

### Huckleberry Montessori Region 1

This project would expand an existing group child care facility to a small center and add 12 spaces for children ages 3-5. Grant funds would be used for down payment on commercial building, repairs and upgrades including framing, plumbing/electrical, insulation, and doors, kitchen appliances, furnishings for bathroom, kitchen, and classrooms, and mortgage payments.

- Evidence of Project Readiness:
  - Property identified? Yes, purchasing commercial building, will require moving current operation
  - Interim funding types? Revenues, savings, pending fundraiser
  - Recent progress on research/process? NA
- Funds Requested \$176,635

### Jabbers LLC Region 3

This project would create a new group childcare facility with 12 spaces for children ages 3 - 13. Grant funds would be used for personnel, building remodel including construction two classrooms and storage area, adding security, fixtures and furnishings, sublease payments, utilities, insurance, marketing, and supplies including computers and printer, office and classroom furniture, washer and dryer.

- Evidence of Project Readiness:
  - Property identified? Yes, current 10-year commercial lease
  - Interim funding types? Existing line of credit
  - Recent progress on research/process? Insurance quotes obtained
- Funds Requested \$180,000

### Jellybean's PlayCare Center Region 4

This project would be a new facility and create 12 spaces for children ages infant – 13. Grant funds would be spent on personnel, child care and office supplies, security equipment, minivan, insurance, construction of addition to home, mortgage, insurance, and driveway paving.

- Evidence of Project Readiness:
  - Property identified? Yes, personal residence
  - Interim funding types? Credit cards, family/friends
  - Recent progress on research/process? NA
- Funds Requested \$179,957

### Land of the Littles Region 5

This project would create a new facility and 12 spaces for children ages infant – 13 years. Grant funds would be used for rent, supplies and equipment including toys, curriculum, office and classroom furnishings, office technology, installation of room divider walls, personnel, and two vans for transporting pre-K and school age children.

- Evidence of Project Readiness:
  - Property identified? Yes, three-year lease drafted, not yet executed

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- Interim funding types? Savings, credit cards
- Recent progress on research/process? Registered for sam.gov, completed background check

- Funds Requested \$179,999

### Lilypad Childcare LLC Region 3

This project would create a new facility with 12 spaces for children ages infant – 13. Grant funds would be used for personnel, facility upgrades including new roof and patio enclosure, mortgage, staff development, supplies including refrigerator, greenhouse materials, curriculum, child care toys and furnishings, utilities, insurance, accounting and legal support, and license/permit fees.

- Evidence of Project Readiness:
  - Property identified? Yes, personal residence
  - Interim funding types? Existing HELOC
  - Recent progress on research/process? CPR certification complete, began state application, identified potential employee
- Funds Requested \$160,000

### Magic Stars Spanish Preschool Region 3

This project would expand an existing group, home-based facility to a small center and add 12 spaces for ages 2-5. Grant funds would be used for home addition to add classrooms/bathrooms/office, and supplies including office and child care furnishings, curriculum, and toys.

- Evidence of Project Readiness:
  - Property identified? Yes, current residence
  - Interim funding types? Cash/existing HELOC
  - Recent progress on research/process? NA
- Funds Requested \$180,000

### Mountain Sky Daycare Region 1

This project would create a new facility with 12 spaces for children ages 3 – 5. Grant funds would be used for personnel, supplies, utilities, and rent.

- Evidence of Project Readiness:
  - Property identified? No, would seek rental of residential property
  - Interim funding types? Existing credit, can apply for HELOC on her home
  - Recent progress on research/process? No information provided
- Funds Requested \$126,725

### Our Future Society LLC Region 3

This project would create 12 child care spaces in a new, home-based facility, for children ages infant – 5 years. Grant funds would be used for personnel, purchase of a full-sized van, expand kitchen, remodel bathroom, install fence in back yard, wages, office and child care supplies including laptop/tablet, printer, classroom and office furnishings, toys, and curriculum.

- Evidence of Project Readiness:
  - Property identified? Yes – current residence
  - Interim funding types? Can get a line of credit or use credit cards; loan for van; already purchased supplies



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- Recent progress on research/process? Became licensed and operational in April 2024
- Funds Requested \$177,100

### Treasure Valley Waldorf LLC DBA Wildflowers Region 3

This project would create 12 additional spaces for an existing group child care, expanding to small center for total of 24 spaces for children ages 1 – 5 years. Grant funds would be used for mortgage down payment and mortgage payments (or one year of lease if purchase not achievable), personnel, professional development, and facility repairs/upgrades for ADA/code compliance.

- Evidence of Project Readiness:
  - Property identified? Yes
  - Interim funding types? Limited – credit cards, could apply for LOC but would impact facility purchase loan
  - Recent progress on research/process? Ideal property identified for purchase, have list of potential lease properties if purchase does not work out
- Funds Requested \$180,000

**Motion by Ms. Griffin to approve the proposed funding for the following Child Care Expansion Grant Small Provider Applicants:**

**Treasure Valley Waldorf LLC DBA Wildflowers, \$180,000**

**Huckleberry Montessori, \$176,635**

**Magic Stars Spanish Preschool, \$180,000**

**Acuarela LLC, \$129,999**

**Baraka Childcare, \$60,000**

**Bilingual Adventures Academy, \$180,000**

**Apples and Oranges Daycare, \$90,000**

**Ashley's Daycare & Montessori, \$152,665**

**Gem Kids Infant and Toddler Center LLC, \$180,000**

**Jabbers LLC, \$180,000**

**Land of the Littles, \$179,999**

**Armbruster-Kids Family Daycare, \$138,547**

**Ducks In A Row Daycare, \$180,000**

**Jellybean's PlayCare Center, \$179,957**

**Lilypad Childcare LLC, \$160,000**

**Our Future Society LLC, 177,150**

**Creative Corner Learning Center LLC, \$180,000**

**Mountain Sky Daycare, \$126,725**

**for a total award of \$2,821,628.00. Second by Mr. Kolb. Motion carried.**

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### **Partially Funded Large Providers**

- Nampa School District
  - Employer Partnership – school district providing support, serving employees of the school district.
  - Considerable need
  - District is going to 4 days
  - 3rd Quartile
  - Steps to Quality – current facility is new, not in STARS yet – tied to the school district.
  - Hours 7:30 – 4:30
  - Pay \$15.35, market is \$11, health benefits, paid time off, employee development.
  - Fiscal structure – oversight & resources are strong.
  - Personnel costs are higher in year 1 in the budget due to showing match over 3 years, more than 1 year reflected, facilities cost is higher in first year – doing the initial work, then district covering
  - Original request \$571,495
  - Initial funding amount 1/19/24 \$285,748
  - Recommended additional award \$104,794.37, from small provider funds
  - Total award \$390,542.37

**Motion by Ms. Griffin to approve the allocation of remaining small provider funds to the Nampa School District large provider applicant in the amount of \$104,794.37. Second by Lt. Governor Bedke.**

### **Discussion:**

- Will there be concerns from small providers by allocating these to a large provider?
  - Yes, but the remaining amount is less than any additional request and there were concerns about any of them being able to complete their project
  - Of the remaining 8 declined applicants, 3 were existing and 5 were new
  - Of the 3 existing, 2 had a substantiated complaint history with Health & Welfare, the final one had a significantly lower score
  - Of the 5 new applicants, their scores were below the threshold established by the committee and showed significant risk and/or a lack of project readiness

### **Motion carried.**

### **\*Child Care Expansion Grant – Modification Request**

Amanda Ames

- Castleford School District
  - Awarded in January 2024, a large portion was to purchase a modular building, the cost less than anticipated
  - Request is to move \$10K from Facility line item in budget to Supplies and Equipment
  - This is a SOW change, not able to be approved by Executive Director as there were no funds in the original budget for that category



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**Motion by Ms. Griffin to approve the modifications for Castleford School District. Second by Lt. Governor Bedke. Motion carried**

- Tiny Tots Learning Center
  - FY23 Funding
  - Requesting a second contract extension to 7/31/2025
  - Original request for 50 seats over 3 facilities
  - Extension would allow for 75 seats total
  - 45 seats at Kamiah and Lewiston facilities are fully operational
  - Shoshone-Bannock facility is delayed due to coordination with Tribal Council

**Motion by Ms. Griffin to approve contract extension request for Tiny Tots Learning Center. Second Lt. Governor Bedke. Motion carried.**

- Lucky Duck
  - Executive Director is requesting permission to speak with the grantee to negotiate on the number of seats under her contract
  - Original grant was for \$2.2M to purchase facility in Blackfoot
  - Obligation was for 319 seats and has provided 329
  - Significant tax liability that she had not anticipated
  - Tax commission has been working with her
  - Concern about meeting grant performance in keeping seats in existing buildings and adding the new seats
  - If we remove the number of seats for 2 existing buildings, she could potentially sell these to cover the tax liability
  - All families have transferred from these buildings to the new facility
  - Cost per seat is well under the \$15K
  - 49 seats each building

**Motion by Ms. Griffin to grant permission to the Executive Director to negotiate Lucky Duck to recalculate the number of seats within their contract. Second by Mr. Kolb. Motion Carried.**

### **\*WIOA Funding Shift**

**Wendi Secrist**

- Request:
  - Move funds from SDA 1 to SDA 2 in amount of \$33,182
  - Move funds from SDA 3 to SDA 5 in the amount of \$13,000
  - SDA 2 has met Adult enrollment goals for the current year & future enrollment
  - SDA 5 is just a few away from yearly target
  - Additional funding SDAs 2 and 5 can continue to support participants

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- Justification:
  - SDA 2 has the highest poverty in the state with a greater need of supportive services along with a higher need for out of area training due to lack of training available in the area, specifically CDLs, which is in high demand.
  - Because travel is necessary, participants need assistance with transportation and lodging for the 5-week training.
  - No other assistance available
  - Prevents shutting program down for a quarter
  - Smaller regions need additional funding to meet these needs
  - In less than one year, Equus has served more Adults than ever before
  - Continued commitment to connect rural communities and job seekers to enable participants long-term success and the ability to reach their career goals.

**Motion by Lt. Governor Bedke to approve the requested Adult WIOA funding shift, moving \$33,182 from SDA 1 to SDA 2 and \$13,000 from SDA 3 to SDA 5. Second by Ms. Griffin. Motion Carried.**

### **Executive Director's Report**

**Wendi Secrist**

- Final Award for Student LAUNCH will go out Friday
- Recipients will be able to access new platform to accept
  - Approximately 9250 final awards will be sent
  - Student will be asked to upload ID card, diploma, Career Pathway Plan information
  - Will have 2 weeks to complete and accept
  - Currently verifying CPP statuses, 4772 have completed CPP, verifying those that have not to ensure accuracy
  - Will begin making phone calls next week to offer assistance in helping them finish what is needed
  - Calls will be made by staff members and interns from the Governor's office
  - ~5000 calls need to be made
  - Next year will plan to hire 5 – 10 temps for 3 weeks to support this process
  - Want to help these students take advantage of the program and to assist them in doing so
  - Down to 78 job openings on in demand list for the awards, 960 kids left, 400 have indicated they will request an extension, but have not completed the document upload
  - 2 chances were given to accept contingent awards, if no response it was assumed they were not interested and moved to a decline status
  - Hoping to move through the remaining 960, then every applicant would have received an offer
- Very close on all semi-conductor investment obligations
  - Balance below \$1M
  - 3 or 4 projects that should still come in, 1 will be a re-visit
  - Grant Committee will be meeting September through November

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- Mr. Thomson and Ms. Zabriskie are completing the revised Industry Sector Grant and Innovation Grant applications.
- Ms. Zabriskie facilitated a kickoff meeting with stakeholders in the Direct Service Provider Career Ladder project. The meeting featured an expert regarding an existing DSP registered apprenticeship in Missouri. The goal of the project is to build a professional pathway for DSPs and build the workforce to meet Idaho's needs
- Neither Tech hub applications received funding
- Speaker of House has appointed Rep. Josh Tanner to replace Lori McCann on the Council through November 2024

### **Executive Committee Open Discussion**

**All**

- Meeting with Congressional Staff in August
  - Try to schedule with them during Executive Committee Meeting
  - They are working on WIOA re-authorization, has passed the House and is in the Senate
  - Ms. Secrist is reviewing Bill
- Items for Executive Committee Meeting Agenda
  - Budget draft for approval
  - September Council meeting agenda review
- CCEG if all funds are not obligated by Sept 30<sup>th</sup> may need an alternate plan

**Adjourned 3:25 PM**