

BRAD LITTLE
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Chair

Sarah Griffin
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 131, Boise, Idaho 83735-0510

Grant Review Committee Meeting Minutes

Date: Tuesday, January 28, 2025

Time: 11:00 AM – 4:30 PM

Committee Members: Jake Reynolds, Jay Larsen, Jeff Greene, ~~Joe Maloney~~, Kelly Kolb, Rico Barrera, Adrian San Miguel, Amanda Logan, ~~Sergio Mendoza~~

Staff: Denise Hill, Matthew Thomsen, Elaine Zabriskie

Guests:

Call to order at 11:06 AM

Welcome

Kelly Kolb, Chair

Roll Call – Quorum met

Review Agenda – No changes, Mr. Thomsen explained items marked as action are possible for recommendations to the policy committee for review.

Review November 13, 2024 Meeting Minutes

Motion by Ms. Logan to approve November 13, 2024 Meeting Minutes as written. Second by Mr. Reynolds. Motion carried.

11:00 – 11:15 AM

WDTF Grants Overview

Matthew Thomsen

- Approved to date
 - Review of historical grants approved
 - Shift to innovation and industry sector, minimal employer grant applications
 - The date awarded shows trends in handling and changes, after WDC cleaner better data is provided
 - TBD indicates a new grant that is not yet reporting
 - Projected trained average is 277
 - Actual trained average 267
 - If the project has a dedicated staff member, projects tend to have better outcomes
 - Average cost per participant (closed grants) \$3422.88

- Projected cost not shown but slightly lower
 - Data begins 2016
 - 130 grants included in data
 - Community grants implemented 2018, quantitative model in 2016
 - Contracts more consistent with WDC
 - 2020 better recording of data
 - Repeat applicants, BSU highest, mostly higher education
 - Need to discuss having multiple open, need to ensure no duplication of efforts
 - Data request, if possible, map to affected regions
 - Review possible limitations, alignment with in-demand careers, how we are investing in careers that aren't going away
- Funding forecast
 - July 2024 – December 2024
 - Total \$3,871,282 transferred in, includes interest
 - Expenses \$944,111.65, remaining \$2,927,170.35
 - No staff costs included in the original report. This has been updated to include TPM Costs and staffing.
 - Additional funds received monthly
 - \$250K transferred for Outreach project
 - \$2M transferred to Adult LAUNCH
 - A continued snapshot will be provided each meeting
 - Funding is split 60% to Adult LAUNCH, 40% to WDTF grants
 - 12 current applicants February – May 2 are grantee who were previously awarded funding for 1 year. Applications are to look at years two and three for both grantees.
 - Cash match and in-kind usually occur with most having 100% in-kind, however, some provide small percentage match and cash
 - Currently limiting requests to \$250K to allow more applications to be submitted.
 - Possible shift to quarterly reviews for funding, consider project start dates, downside significant amount of information to review

11:15 – 12:00 PM

***WDTF Grant Policy Discussion**

Matthew Thomsen

- Adopted 2021
- Innovation Grant updated in 2021, WBL clause added
- Covers all types of grants
- Recommendations for change will go to Policy committee as motion
 - Employer Grant
 - Eligibility
 - Initial 4 bullets are yes/no check boxes
 - Entry level wage at \$12 is too low, set in 2018
 - Living wage in Idaho currently \$21
 - Direct wage set by the Legislature is \$14
 - \$12 per hour is usually seen for over-employed only
 - Annual review, sliding scale or formula
 - Keep it simple
 - Quantitative model that addresses wages

- Focus on higher impact areas, exclusions if changed
 - Exclusions no change
 - Fund Availability
 - Policy committee to review maximum statement
 - “First come, first serve”, delete statement
 - Decisions based on merit only
 - Review quarterly rather than monthly, commitment from committee to prepare for review
 - The Council will need understanding of funding being held for a longer period
 - Additional information from staff, pros & cons
 - Applications no change
 - Expenditures, Terms, Metrics no change
 - Recommendations
 - Require Cash Match, in-kind, partners; keep it flexible
 - Increase entry wage
 - Review maximum statement
 - Delete “Funds are distributed on a first come, first served basis.”
- Innovation Grant – tabled until February
- Industry Sector Grant – tabled until February

12:00 – 12:30 PM **Lunch Break**

12:30 – 1:30 PM ***WDTF Grant Rubrics and Discussion**

- Grant Review Committee Procedure and Guidelines – Tabled until February
- Employer Grant Rubric Change Recommendations
 - Variable 4, “provide description of how the training project is out-of-the-ordinary...” make this yes/ no checkbox
 - Change variable score table, minimum allowable is 65%, apply to all 3 types of grants
 - Fund based on score; committee members score ahead of discussion with allowable changes based on meeting discussion as a whole
 - Staff provide the unknown without leading results, pros and cons
 - Remove “missing” use “inadequate”, top of table
 - Allow industry experts or additional staff members to score if needed for additional insight
 - Variable 7 & 8, invert “moderately agree” and “agree”
 - Variable 6, invert “Investment is reasonable” and “investment is adequate”
 - Variable 11, review for need and/ or adjustment
 - Increase the base point for consideration, then lowest to highest
- Innovation Grant – tabled until February
- Industry Sector Grant – tabled until February

1:30 – 2:30 PM **WDTF Grant Application**

- Employer Grant
 - Discussion
 - Leverage resources; 25% cash, in-kind combined

- Define credential
 - Training plan, more on outcomes, upward mobility, redefine
- Recommendations
 - Remove “Idaho LEADER Initiative” link and associated items
 - Review Training plan items
 - Add leveraged resources
 - Stand alone is on the job training, classify differently (safety training) direct skills, cost of doing business; define or categorize
 - Internal training must include structured repeatable framework
 - Wordsmith expansion, what it cannot be
 - Out of the ordinary training emphasis
 - March Council agenda item, building funds
 - Non-reimbursable expenses need a broader sentence
 - Contract terms, claw back, use non-performance; partners we choose determine success
 - Budget tracking to include in-kind and match
- Innovation Grant – Tabled until February
- Industry Sector Grant – Tabled until February

2:30 – 3:00 PM **WDTF Quantitative Funding Model – tabled until February**

Motion by Ms. Logan to recommend documented changes to the WDTF Employer Grant Policy, Application, and Rubric. Second by Mr. Reynolds. Motion carried.

Team Discussion

- Meeting schedule going forward
 - February meeting to review grants
 - Change to quarterly after February

3:00 – 4:00 PM **Joint meeting with Policy Committee**

- Please see Meeting Minutes for WDC Policy Committee dated January 28, 2025

Unanimous consent motion by Mr. Reynolds to adjourn. No objections.

Meeting adjourned at 2:56 p.m.