

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
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, June 24, 2025

Time: 3:00 – 4:30 PM

Committee Members: Jake Reynolds, ~~Jay Larsen, Joe Maloney~~, Kelly Kolb, Rico Barrera, ~~Adrian San Miguel~~, Sergio Mendoza, ~~Ben Davidson~~, Todd Putren, Catherine McClure

Staff: Denise Hill, Matthew Thomsen, Halle Fultz, Chad Lahti

Guests:

Call to order at 3:04 PM

Welcome

Kelly Kolb, Chair

Roll Call – Introductions, quorum met

Review Agenda – no changes

Review April 22, 2025 Meeting Minutes

Motion by Mr. Barrera to approve April 22, 2025 Meeting Minutes as written. Second by Mr. Putren. Motion carried.

WDTF Financial Report

Matthew Thomsen

- June update, more detail during August meeting
- \$3,028,880.02 unobligated
- May transfers in \$1.2M, \$90K in interest
- Unspent grant funds just over \$1M

***WDTF Grant Review Committee Procedures and Guidelines Review** Kelly Kolb

- Proposed changes:
 - Moving to quarterly review process, removing reference to amount of grants to be reviewed
 - Committee recommendations
 - Rubric Score:

- 0 – 64% not recommended – could resubmit
- 65 – 100% recommended
- Pass / fail model
- Policy felt no need to go further, Grant Committee discretion
- Discussion:
 - Remove “for approval” from heading “Committee Recommendations”

Motion by Mr. Reynolds to adopt the Grant Review Committee Procedures and Guidelines as presented. Second by Ms. McClure. Motion carried.

***WDTF Grant Policy and Rubric Review**

Kelly Kolb

- Industry Sector Grants
 - During the March meeting the discussion started, providing further staff recommendations
 - Providing updated, refreshed language
 - Is 3 the bare minimum or should it be increased?
 - Should not use generic MOU, more quality with specific descriptions of working plan
 - 3 doesn’t seem enough unless the quality increases then it seems fine
 - Changes
 - Staff can elaborate on the intent of MOU description
 - MOU would be updated to incorporate the new language, requiring more robust details of support and that if the project moves the needle for industry
 - Previous MOU note: what impact did it have on their previous grant (past performance) maybe add something reflecting on previous performance
 - Should request explanation of “in-kind”, it is currently required by applicant, should the MOU also include an explanation of their contributions and how does it support
 - MOU is for the Industry Sector Grant, Letter of Support is for Innovation Grant
 - MOU partners typically do not provide cash
 - 4th quarter grant applications will open August 1st
 - Policy Eligibility language updated
 - Emphasis on the need to partner with industry
 - More specificity, alignment with Council and provide better understanding
 - Industry participation is there just not as visible, need to increase that
 - Some underperformance exists,
 - Mentorship is very complicated especially with youth
 - If there is an issue, would the council be responsibility? No
 - Innovation Grant language calls it out, could mirror work-based models language
 - Outline to apprenticeships, looser with mentorship especially youth
 - Don’t want to deny, but at the same time be cautious
 - Fund availability
 - 3 additional bullets
 - Lightcast data needs to be incorporated in their story
 - Need to understand better the scalability and sustainability
 - Contractual Terms

- SSNs, how do we do that but careful and use appropriate language, used for past performance
- More consistency in our requests
- Language good, strict in communicating importance
- Sub-bullet about failure to comply and impact on funding
- Performance metrics
 - New bullet, timely utilization of funds for future evaluations
 - 3rd year 80% of funds should be spent – helps with unspent obligated funds -

Motion by Ms. McClure to recommend the indicated changes to the Policy committee for approval. Second by Mr. Mendoza. Motion carried.

Rubric changes

- “Missing” changed to “Inadequate”
- Updated language indicated in definitions of variables
- Credentials
 - Industry recognized, referring only to employer partners
- Training Need
 - Using labor market information and MOUs
 - Define reasonable
- Sustainability add “ & replicability”
 - Innovation “we will apply for funds in the future”
- Past Performance – presented by staff
 - Can we consider progress for those 1st time still in process
 - Can review training schedule and the reimbursement schedule
 - Quarterly performance report, why
- Variable Score Table
 - Not recommended 0 – 64%
 - Recommended 65 – 100%
- The Policy Committee feels the rubric is at the discretion of the committee

Motion by Ms. McClure to recommend approval of the indicated changes to the Industry Sector Grant Rubric. Second by Mr. Mendoza. Motion carried.

August Grant Review Committee Meeting Update

Matthew Thomsen

- Meeting date August 26th, in person Boise
- The July meeting is still on the calendar; it will be communicated via email if needed or cancelled
- 4 grant applications at present, 5th application was not a fit
- New Process
 - Amanda Ames will be reviewing grants ensuring they are aligned and ready for committee, Matt would do development to submission
 - New grant platform beginning August 1st, use will begin for fall review, more discussion during July or August meetings

Unanimous consent motion by Mr. Reynolds to adjourn.

Meeting adjourned at 4:30 PM