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 83702

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, July 10, 2025
Time: 2:00 – 3:30 PM

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

Staff: Sherawn Reberry, Matthew Thomsen, Denise Hill, Wendi Secrist, Amanda Ames, Stacy James, Kimberly Gardner, Halle Fultz, Chad Lahti, Jenny Hay, Dee Mooney

Guests: Ellen Upton, ISTPF; Doug Cruthirds, LCSC Director of WFT

Call to Order at 2:03 PM

Welcome **Deni Hoehne, Chair**

- Roll Call, Introductions
- Review Agenda
- ***Approve May 7, 2025 Meeting Minutes***

Motion by Mr. Kolb to approve the May 7, 2025 Meeting Minutes as written. Second by Ms. Morrow. Motion carried.

Budget Review Wendi Secrist

- No final numbers for WDC
- Currently aligning STEM AC with WDC reports
- STEM Annual report
  - General and dedicated funds
  - Gen $860K personnel, $2M operating
  - Unaudited actuals, practice has been to spend general funds first then go to dedicated
  - Dedicated fund expenditures includes
    - WDC grants for externs and iSTEM
    - ESSER
    - Other restricted activities
- Dedicated fund cash balance
  - $328K, including our grant, funds raised, etc.
  - June 30th balance $432K
  - Obligated $133K
  - $299K unobligated

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- Restricted activities include
  - $25k Learning Blade license fee for next year
  - $24.6K to go back to the Foundation, working on the transfer back
- $300K not ear-marked, need to decide how to invest it
  - Grant rounds – computer science, out-of-school, or other partners
  - EcosySTEM contract, has $125K in contract to distribute community grants but could augment their funds
  - Will come back with more information after discussing with STEM AC Board
  - Planning to roll this dedicated fund into WDTF in FY27
- Will review WDC annual numbers in September

CCEG Extension & Up-front Funding Request – Tiny Tots** **Amanda Ames

- Tiny Tots has had 2 contract extensions in the past
- This request is due to issues with receiving approvals and information from the Shoshone Bannock tribe on property ownership
- Have 3 locations: Lewiston, Kamiah, and Fort Hall
- Recipient moved to Fort Hall to oversee the project
- She had a 25-year lease on an old church initially, proved unsuitable, the property also contained 2 modular buildings
- Updates have been made to the point that the tribe must produce ownership documents to secure commercial financing
- Proposal:
  - Initiate an additional extension
  - Provide 50% of the grant balance to pay a deposit for contractors to start work
- Risks
  - Nothing outside normal concerns
  - The recipient has been diligent about providing documentation as required
  - The lease is 25 years at $20 per year
  - Could not be sold to recoup the investment
  - More risk to the participant than WDC
  - Per her reporting, no push back on not being interested in her project
  - Tribe presented the opportunity to use this property
  - Low risk compared to other projects
  - We have not had direct contact with the tribe, we have a copy of lease
  - Value in communicating with the tribe? Wendi will reach out to receive verbal/email confirmation of their ongoing commitment

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Motion by Ms. Griffin to approve an upfront payment of 50% of the grant balance and an extension to Tiny Tots to begin construction pending positive confirmation by phone by the tribe that they are supportive of the project. Second by Ms. Morrow.

Discussion:

- Extension for 3 months maximum for construction, not likely operational due to licensing
- Bids are in
- Check in at 3 months with a full report

Motion carried.

***Idaho Business for Education to University of Idaho Contract Assignment Request** — **Wendi Secrist**

- STEM AC is transitioning EcosySTEM contract to University of Idaho. Our grant pays for the 4th Hub Coordinator
- Asking that we assign the current grant with IBE to UI to be used to carry the 4th Hub Coordinator through the end of contract
- As of March 30, 2025, $204K remained
- Q2 request submitted, approximately $70K

Motion by Mr. Kolb to approve the assignment of the current Idaho Business for Education contract to the University of Idaho as recommended. Second by Ms. Griffin.

Discussion:

- Letter of Intent from UI was included in meeting materials
- Staff will confirm budget details in an amendment once assignment is made

Motion carried.

***CEI Talent Pipeline Management Budget Request** — **Matthew Thomsen**

- An error was found in the original budget requesting $239, 030
- $250K originally allocated for FY26 TPM
- Requesting the remaining funds, increasing from $239,030 to $250K

Motion by Ms. Griffin to approve the requested modification for the CEI Talent Pipeline Management Grant from $239,030K to $250K. Second by Mr. Kolb. Motion carried.

Career Pathways Discussion — Wendi Secrist/Kimberly Gardner

- Emphasis on showing different education pathways to careers to students
- Creating clarity, line of sight into these careers

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- Our extern will be working on data visualization
- Reviewed an example from Montana's Data Quality Campaign
    - Grace's Path to Success
    - Ours could be an interactive dashboard
    - Education "journey" with decision points
    - Decision points with data to help make the decision
- "Career Atlas" (original project was to support SkillStack)
    - Most current in-demand careers for 2026
    - Entry, medium, and advanced levels
    - Breakdown by providers, provide for pathway
    - Question if visualizing this
        - Maybe start with in-demand and Idaho training options
        - Have additional options with BGI
        - Waypoint focus group to give us some insight
        - Visualization, maintaining this very labor intensive, need a backend program to keep it updated
        - Input from users, build database; reproducing what was shown is too much work
        - Auto triggers, invest properly to auto-update
        - Need interface with Advanced Opportunity, CTE, BOE, etc.
        - Small scale test environment
        - Employers want soft skills, how would it be built into this?
        - Discussing with ITS in August

Executive Directors Report — Wendi Secrist

- August 6th, the US Secretary of Labor will be visiting Idaho
    - America at Work tour
    - Possible trip to Stibnite
    - Perpetua resources working with Secretary's team
    - Announcement will be made, endowment enhanced scholarship to cover the 20% not covered by LAUNCH for certain pathways
- Committee structure
    - KPI for LAUNCH Development was an ad-hoc committee
    - Due to the integration of STEM into WDC, and the increased reports, ROI, and accountability; suggest it be transitioned to a formal committee – the Program Impact and Evaluation Committee
    - Takes the lead on ensuring we are leveraging best practices for measuring outputs and outcomes
    - Senator Carrie Semmelroth will chair
    - Will not be recreating or taking over what is in place
    - The Policy committee's definition will remain as stated

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Executive Committee Members – Open Discussion — All

- 550 teachers participated in iSTEM
- Comments and successes next time

Quorum lost

Adjourned at 3:31 PM