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, August 26, 2025
Time: 1:00 – 3:00 PM

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

Staff: Denise Hill, Matthew Thomsen, Halle Fultz ,Amanda Ames, Jenny Hay, Wendi Secrist, Alyssa Williams, Dee Mooney

Guests:

Call to order at 1:01 PM **Kelly Kolb, Chair**
Welcome

Roll Call

Review Agenda

Motion by Mr. Davidson to edit the agenda and remove the Learning 2 Live grant as the application was not completed. Second by Mr. Putren. Motion carried.

****Review the June 24 & July 22, 2025 Meeting Minutes***

Motion by Mr. Putren to approve June 24th and July 22nd, 2025 Meeting Minutes. Second by Mr. Davidson. Motion carried.

WDTF Financial Report — Matthew Thomsen

- $3M in available funding
- Updated budget will be provided at the September meeting

Industry Sector Grant Policy Update — Matthew Thomsen

- Several updates were made for clarification and additional context by the Policy Committee
  - SSN language not incorporated due to additional questions, tabled and removed

- To be presented at the September 10th Council meeting
- Performance metrics language kept from June recommendations

***Workforce Development Training Fund Grant Review** Kelly Kolb

- Bingham Healthcare – Employer Grant

Description:
Bingham Memorial Hospital in Southeast Idaho serves patients across Bingham, Bannock, Bonneville, Butte, Power, Caribou, Blaine, and Jefferson counties, offering more than 100 types of healthcare services. Grant support will allow Bingham Healthcare to implement a virtual reality (VR) training program designed to strengthen workforce capabilities, enhance clinical competencies, and improve care for young patients—ensuring rural community continues to receive high-quality, timely healthcare. During the grant period, BMH will provide VR training for 306 existing employees and 87 new hires in key roles, including Certified Medical Assistants, Certified Nursing Assistants, Medical Assistants, Registered Medical Assistants, Licensed Practical Nurses, Registered Nurses, and Nurse Practitioners.
Requested Amount: $112,557.68

Discussion:
- 270+ training items
- Bingham provided a separate document showing training by position
- External training provider being used
- Virtual training used
- Quantitative score 30 due to Ave wage $22.14 and type of training
- Using high-fidelity mannequins and virtual reality
- Program works well for training needed in industry, per person cost is minimal
- Focus on pediatrics, higher risk and badly needed
- Will see VR increase in use over next 4 years predicted at 22%
- Upgrading some equipment
- Rubric score 73%, Recommended

Comments:
- Appreciate Todd reviewing for an industry perspective
- Cost per person if very reasonable
- Transferability is positive

Motion by Mr. Reynolds to recommend approval to the Executive Committee of the Bingham Healthcare Employer Grant in the amount of $112,557.68. Second by Mr. Putren. Motion carried.

- Global Talent – Innovation Grant

Description:
This project addresses Idaho's workforce shortage by empowering highly skilled immigrants to overcome employment barriers and enter professional fields. Focused on high-demand sectors such as Engineering, Finance, Accounting, IT, Economics, Graphic Design, Public Administration, Business, Health Care, and more, the initiative includes four core components: a paid internship program providing 22 participants with 200-hour work-based learning experiences; expansion of a partner network to connect employers and service providers; employer education through a new training curriculum; and tailored career coaching. The project will support 120 individuals—80 Global Talent

participants and 40 employer partner staff—through internships, coaching, and collaborative engagement. Funding will cover stipends, staff time, and shared resources.
Requested Amount: $250,000

Discussion:

- Reviewed in April, returned with more detailed explanation on how it impacts people and industry and how it aligns with the occupations
- Global Talent is under the umbrella of Jannus
- Working with population arriving from other countries with technical knowledge and skill sets who are looking for assistance in integrating into American culture and workforce
- Hands on training and internships
- Jannus is parent company, Idaho Out-of-Schools Network grant numbers included
- Letters of support are very good, appreciate the change and details as to why it would benefit them
- Rubric score 65%, recommended
- Grant only has in-kind matches
- Grant awarded to Idaho Out-of-School Network in 2024, positive results
- On track with current grant
- April rubric score 58%
- Cost per participant on the high side

Motion by Mr. Reynolds to recommend approval to the Executive Committee of the Global Talent Innovation Grant in the amount of $250,000. Second by Mr. Barrera. Motion carried.

Learning How 2 Live – Industry Sector Grant, moved to October review meeting

***WDTF Grant Policy and Rubric Review** Kelly Kolb

- Policy
  - Innovation Grant
  - No recommendations, rubric only
  - $25k can go up to $150k based on regional coverage
  - With a Work-Based learning component, timeframe can go to 24 months from 12 months
  - Innovation is more open ended to fund innovative ideas
- Rubric
  - Recommendations are similar to the Industry Sector Grant
  - Clarify verbiage on “need”, “credentials”, past performance”, “organizational and fiscal capacity”, “match rates”
  - Past performance and credentials can be pulled if NA
  - Budget, “reasonable” seems subjective
    - Dependent on occupation and industry

Motion by Mr. Reynolds to approve the suggested Innovation Grant Rubric changes and edits. Second by Mr. Davidson. Motion carried.

Org changes WDC/ STEM AC Wendi Secrist

- WDC and STEM AC are combining

- 3 Bureaus
    - Strategy & Operations, Dee Mooney Director
    - Education & Careers, Sherawn Reberry Director
    - Employer & Workforce Engagement, Matthew Thomsen Director
- Amanda Ames is returning to oversee grants and initiate Amplifund into the process
- Currently we have 4 applications in the new system
- October grant review will be in the new platform

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

Meeting adjourned at 2:57 PM