

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: Wednesday, January 14, 2026

Time: 11:00 AM – 12:30 PM

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

Staff: Sherawn Reberry, Denise Hill, Wendi Secrist, Kimberly Gardner, Amanda Ames, Halle Fultz, Alyssa Williams, Jenny Hay, Dee Mooney, Stacy James, Tina Polishchuk

Guests:

Call to Order at 11: 02 AM

Welcome

Deni Hoehne, Chair

- Roll Call
- Review Agenda
- ***Approve December 10, 2025 Meeting Minutes**

Unanimous consent motion by Ms. Griffin to approve the December 10, 2025 Meeting Minutes as written. No objections, motion carried.

Budget Review

Wendi Secrist

- WDTF on track
- \$27M cash balance
- Obligations at \$22M
- 4 grant requests will be reviewed on January 27th by the Grant Review Committee
- WIOA on track
- In Demand on track
- ARPA – 58% spent of \$50M
 - Micron started draw down – will continue monthly
 - U of I & BSU have not initiated draw down, assured there will be no issues
- ARPA Child Care
 - 82% spent
- ***Transfer In-Demand Career Funds to Adult LAUNCH**
 - \$10M request for transfer
 - \$1.6M in interest earned
 - Holding award funds for 400 early grads if needed

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- Obligated balance \$58,616,000

Motion by Ms. Morrow to approve transferring \$10M from the In Demand Career Fund to Adult LAUNCH. Second by Ms. Griffin.

No discussion. Motion carried.

***Child Care Expansion Grant Modifications**

Amanda Ames

- Requesting reallocation of \$261,453.00 to three grantees
- Approved application amounts were below the maximum allowable of \$15,000 per added seat
- Aligns with CCEG approved by Council 12/10/2025
- Recovered funds from 2 closed projects
 - United Way of South-Central Idaho in Twin Falls
 - Whole Child LLC Rexburg
- 3 projects meet criteria in policy to receive additional funds
- All low risk, very successful in their projects and management of grant
- Loly's Daycare LLC Increased Award Amount
 - In business for several years

Motion by Ms. Griffin to approve the reallocation of funds in the amount of \$200,000 as recommended to Loly's Daycare LLC. Second by Ms. Morrow.

No discussion. Motion carried.

- Armbruster Kids LLC Increased Award Amount
 - Strong performance with grant administration

Motion by Mr. Kolb to approve the reallocation of funds in the amount of \$41,453 as recommended to Armbruster Kids LLC. Second by Ms. Morrow.

Discussion

- Has used full amount of initial grant award
- Has been managing with consistent revenues for almost a year

Motion carried.

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- Lilypad Childcare LLC Increased Award Amount
 - Additional funds to be used for a mix of operating and construction
 - Physically expanding the business

Motion by Ms. Morrow to approve the reallocation of funds in the amount of \$20,000 as recommended to Lilypad Childcare LLC. Second by Ms. Griffin.

No discussion. Motion carried.

***Teacher Externship Program – Reallocate FY25 Funds**

Wendi Secrist

- Proposal for what could be done with the balance of \$189,091.95
- Plan for 100 Externs
 - Add \$125K into current fiscal, cost sharing with 25 employers, or
 - Invest additional dollars and not do cost sharing would take \$500K annually
 - Implementing cost sharing increases the workload for staff
 - Invoicing would require contract and receivable in LUMA
 - 15% of employers would be interested in cost sharing
 - Historical difficulty in recruiting host sites
 - Concerned we would lose industry participation with cost sharing model
 - Matt Thomsen's replacement starting January 20th
 - Jan Whiting, formerly VP of HR for Bish's RV
 - Was a customer of our WDTF Employer Grant program
 - Will be meeting with the TPM managers across the state
- Can push cost sharing decision giving time to further refine it
- The host sites have costs internally for their participation i.e. legalities, time sync, misc. expenses which should be considered "match" in kind
- How was the number of 100 arrived at? This is the maximum we can manage without having to add another staff member
- Ultimately what is the Council's priority?
- Can transfer up to \$189,091.95 for FY26, would leave nothing for FY27 which opens the discussion
- Shifting year only today
- Educator participation to be 6 – 12 only as directed by the Work-Based Learning Committee based on reduction in spots
- With increased funding, this year would prioritize 6 – 12 and 100 participants
- Future year could potentially switch back to K – 12 and designate a cap on K-5

Motion by Ms. Morrow to approve the reallocation of FY25 funds in the amount of \$189,091.95 to the Teacher Externship Program for FY26. Second by Ms. Griffin.

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No discussion. Motion carried.

WIOA State Plan Waivers Update

Wendi Secrist

- Submitting mid-March
- Presenting at March Council meeting for approval
- Waivers
 - State Board to operate as Local Board
 - Limit reporting for ETP to WIOA participants
 - Provide support services to adult and dislocated workers for up to one-year after they exit the program
 - Remove requirement for comprehensive centers in each local area to lower administrative costs
 - IDOL is quantifying time and cost involved
 - Added cost reduces individuals served
 - Possible Waiver
 - WIOA reauthorization, which did not pass in 2024, would have allowed certain states to combine their Adult, Dislocated Worker and Youth funds into one “pool”
 - No guidance from USDOL on how this would have been implemented – may be challenging to establish policies
 - Thoughts
 - Ask Region 6 office if they can waive, get direction if even possible
 - Committee consensus is to wait and defer to the staff’s expertise on this

Workforce Development Training Fund Review Process

All

- WDTF Grant Review Analysis
 - Discussed not using percentages, stick to points
 - 3 options for change to process flow from Grant Review to Executive
 - Review WDTF Goals (starting at Policy Comm) – if goals are shifted, that will necessitate policy, application and rubric updates.
 - Continue current flow – develop policy alignment checklist for Exec Comm review, provide supporting materials to complete checklist.
 - Develop a threshold (dollar amount and/or raw score) that goes to Exec for final approval. Anything under the threshold is under the purview of the Grant Review Comm to approve.
- Discussion
 - Good info for GRC, helps solidify that we’ve operated in the 60-80% range

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- The rubric is tough, but we are doing our due diligence
- Combination of first 2 options makes sense and trust committee with good goals
- Agreed, concern isn't amount of money but rather policy alignment
- Checklist is most important item
- Next step is for Policy committee to review goals and submit and changes to Council for approval, if ready will also review here in February
- Will send everything to the committee and plan to discuss what should be on the checklist at the February meeting

Executive Directors Report

Wendi Secrist

- Getting ready to release One-Stop Operator RFP
- Working on CHIPS projects
 - Micron groundbreaking Friday in New York
 - Wendi will be meeting with other intermediaries while there
 - 2 funding orders drafted
 - Funding for grant analyst integrated in the first funding order
 - Every funding order will provide 2% to help fund position
 - Analysis shows that we will have the money to fund the position until the last 2 quarters
 - Can delay hiring to 2nd quarter or shorten performance periods
 - Micron has indicated that they will assist in coverage by adding in funds later
- Legislature
 - Governor was very clear on the priority of LAUNCH
 - STEM AC, Representative Tanner will be carrying legislation
 - Making a couple small changes

Executive Committee Members – Open Discussion

All

- March Executive meeting to be moved to Tuesday afternoon prior to quarterly Council meeting

Unanimous consent motion by Ms. Griffin to adjourn. No objections.

Adjourned at 12:29 PM