

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director

Deni Hoehne
Chair

Sarah Griffin
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 136, Boise, Idaho 83702

Outreach Committee Meeting Minutes

Date: Wednesday, April 22, 2026

Time: 2:30 PM – 4:00 PM

Committee Members: Anna Almerico, ~~Donna Butler~~, Janelle Culley, Allison Duman, Megan O'Rourke, ~~Jeff Tucker~~, Bill Reagan, ~~Amanda Logan~~

Staff: Sherawn Reberry, Denise Hill, Dee Mooney, Wendi Secrist, Chad Lahti

Guests:

Call to Order at 1:30 p.m.

Bill Reagan, Chair

Roll call

Review Agenda

****Approve January 28, 2026 Meeting Minutes***

Motion by Ms. Duman to approve the January 28, 2026 Meeting Minutes as written. Second by Ms. Almerico. Motion carried.

Review of the Current Outreach Committee Guiding Document

Sherawn Reberry

- How & if updates are needed
- 3 members from Stem AC board to join Outreach Committee in July
 - Jennifer Jackson, INL
 - Bryan Klein, In Time Tec
 - St. Luke's Health System participant possibly Erin Simms
- What is our goal, what is process for approval
- Will review and finalize at July meeting

****Review Updated Structure of the Outreach Grant Application & Rubric***

Sherawn Reberry

Item Action tabled until July meeting

- New application encompasses everything including STEM
- Funding restrictions
 - Staff & personnel - no more than 15%
 - Food & beverage not allowed, event based considered
 - Equipment not allowed
 - Discussion:
 - First time staff funding is being limited
 - 15% is not hard and fast, but seems reasonable
 - STEM grants were cut at 15% due to larger requests, initially were 10%
 - Increase to 20% is acceptable but additional language is needed, context to the statement;

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not random

- 20% refers to overall grant request
- Fully burdened cost
- Thought behind no equipment
 - If used to train should be an Innovation Grant
 - How is equipment defined?
 - STEM outreach may have been for robots, b-bots, Legos, etc.
 - Let's redefine "equipment"
 - Perhaps allow some type of "items/equipment"
- Application received 7 days prior currently
 - Align to other grants at 1 month
 - Allows for more time for questions and clarity
 - Agreed more time is needed
 - Consistency and transparency is good across all grants
 - A universal application would not work, different processes
- Added "Out-of-School Network" to Additional eligibility, non-profit bullet
- Metrics aligned with current reporting to legislature
 - No cap to amount
 - Have a budget to align to
- Project information
 - Address supplanting
 - More consistency with opening focus statement "engages with your community including but not limited to students, educators, and employers on career education, STEM programming, and/or workforce training opportunities."
 - Intent is to get them thinking about how it is connected to all these things
- Project Information, some clarification verbiage added
- Will be updated and reviewed in July
- Rubric review
 - Point system
 - Low – 0
 - Medium – 1
 - High – 3
- WDTF Policy on Outreach Grants
 - 3-year project term
 - Initially designed for short-term projects
 - 2 years seems more appropriate
 - Could apply for a renewal
 - Reimbursement model, may get upfront funding
 - STEM concern was folks need the funds to do the work
 - Discussion:
 - Agreed
 - Shorter window, apply for renewal
 - If 2 half funding year 1 and balance year 2
 - On application 1 yr with opportunity to renew, ask if want to be considered for renewal

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- Renewal would need to be reviewed with new funds
 - If 1 year, then cap on funding amount? No leave open
- Also include Out-of-School Network for eligibility
- Changes will go to full Council in June

***Review of Outreach Grant Submitted**

Sherawn Reberry

- **Cascade Workforce Awareness & Career Pathways Initiative: Preparing a Rural Workforce for Growth**

The Cascade Chamber of Commerce proposes a comprehensive Workforce Awareness & Career Pathways Initiative designed to prepare the Cascade and Valley County region for significant economic growth, including business and workforce demands driven by tourism and population growth. As a rural community, Cascade faces both an opportunity and a challenge: ensuring that local students, residents, and businesses are aware of and prepared for emerging career pathways, education opportunities, and contracting potential so that economic investment remains local and strengthens the community long-term. This project aligns workforce, education, and economic development systems through awareness, engagement, and action implementation strategies.

This project will focus on education, outreach, awareness, and implementation through developing and building:

- Pathways for students to achieve the next level of education and/or careers
- Community members to upskilling and career transition opportunities
- Employers to workforce development tools, and apprenticeship models
- Businesses to contracting readiness, growth and expansion leading to more workforce opportunities
- Through coordinated outreach, employer engagement, and community education, the Chamber will serve as a central connector, ensuring that workforce, education, and business community economic development efforts are aligned.
- Amount Requested: \$56,000.
- Discussion:
 - First year budget \$29,500; year 2 \$26,500
 - Budget covers
 - Program Coordination & Outreach Delivery
 - Workshops, Events & Employer Engagement
 - Marketing, Outreach & Awareness Campaigns
 - Materials & Career Pathway Toolkit Development
 - Travel & Rural Outreach Support
 - Administrative Support (Direct Project Only)
 - Target populations
 - Middle and high school students exploring career and education pathways
 - Students preparing for post-secondary education or technical training/certification programs
 - Adult learners seeking opportunities for upskilling or career changes
 - Community members that are underemployed and re-entering workforce participants
 - Local employers and small businesses
 - Veterans, military, and families with or without skills that can be applied or learned
- How does this tie into TPM
 - Awareness campaign for employers and students what is available

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- Perpetua Resources will be in this area
 - No conflicts with TPM
- The need is there
- Trying to be the entity to deliver what is needed
- Creative local solution
- Need call out toward the industry, like more definition
- 50% is funding a position
- Sustainability is not defined, how are you going to partner with other employers
- Ask for the details, supplemental meeting of committee to decide
- In future 20% could limit the project
- How is the person doing this, how are they getting their promotional information
- "Should be no more than 20%" – application note
 - Staff will update for next cycle
- New or existing FTE, provide an organizational chart
- Staffing above 20% requires additional justification

Action tabled committee will reconvene to finalize once questions are answered. Supplemental meeting to be scheduled May 13th 9:30 MT.

Motion by Ms. O'Rourke to adjourn. Second by Ms. Almerico. No objections.

Adjourned at 2:45 p.m.