

**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:** Tuesday, May 14, 2026

**Time:** 2 – 3:30 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, Alyssa Williams, Stacy James, Tina Polishchuk, Chad Lahti, Jan Whiting, Amanda Ames

**Guests:**

**Call to Order at 2:02 PM**

**Welcome**

**Deni Hoehne, Chair**

- Roll Call
- Review Agenda
- **\*Approve March 10 and April 9, 2026 Meeting Minutes, tabled until May meeting**

**Unanimous consent motion by Ms. Griffin to approve the March 10 and April 9 Meeting Minutes as written. Second by Ms. Morrow. No objections, motion carried.**

**Budget Review**

**Wendi Secrist**

- March report
  - Expenditures at 80%
  - Operating budget on track
  - WDTF beginning balance \$26M, balance \$25.5M
  - Obligated funds \$21M
  - Unobligated funds \$4.5M, balance \$2.2M
  - WIOA Operating budget at 96%
  - LAUNCH tracking fine
  - \$2.4M in interest
  - ARPA
    - CHIPS
      - UI Semiconductor Cleanroom ISG unspent, receiving additional grant as match, ready to spend upon receipt
    - CCEG
      - YMCA TV – discussed with DFM, they are on board with plan to provide maximum time to allow project to close

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### **\*Talent Pipeline Management Grant Approvals**

Jan Whiting

- \$650K set-aside approved in March
- Requesting approval of host sites and budget recommendations
- Moving from a regional model to industry aligned model
- Measures are outcome based
- 6 key industries, assigned facilitator for each
  - Healthcare, Construction, Advanced Manufacturing, Nuclear, Mining, Hospitality
- Host site expectations
  - Build and sustain strong employer partnerships
  - Conduct data-informed analysis
  - Facilitate alignment
  - Expand access to and participation in career-connected learning opportunities
  - Demonstrate measurable progress
- Contracts in place and work begins July 1
- 9 host site applicants and recommended budget amounts:
  - North Idaho College, Region, \$50,000
  - Clearwater Economic Dev Association, Region 2, \$41,000
  - College of Western Idaho, Region 3, \$56,000
  - College of Southern Idaho, Region 4, \$91,600
  - Idaho State University, Region 5, \$90,000
  - College of Eastern Idaho, Region 6, \$90,000
  - Statewide
    - Idaho Manufacturing Alliance, \$90,000
    - Idaho Advance Energy Consortium, \$50,000
    - Custer Economic Development Association, \$76,400
- Applicants were scored via rubric by sub-committee
  - Marie Price, Trevor Chadwick, Jeff Green, Stephanie Pfiefer
- 5 repeat applicants, 4 new applicants
- Discussion:
  - All happy to do the work at recommended amounts
  - CEDA – conversation about expectation on participating with manufacturing, already working with IMA
- Next Steps
  - Communicate host site selections
  - Establish clear facilitator roles and host site performance measures
  - Execute contract & finalize SOWs
  - Launch statewide FY27 implementation

**Motion by Mr. Kolb to approve the recommended allocations for the Talent Pipeline Management Grants in the amount of \$650K total. Motion carried.**

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### **\*WDTF Grant Approvals**

Kelly Kolb

- **Ascent Medical Transport LLC Employer Grant**

Ascent Medical Transport, LLC will develop a comprehensive Critical Care Transport (CCT) training and simulation initiative. The project aims to expand and retrain Ascent's workforce to safely manage critically ill patients during transport. Grant funds will be used to acquire essential simulation equipment to support a structured, scenario based training program, creating a simulation environment to allow clinicians to maintain proficiency in low-frequency, high-acuity interventions. 18 existing employees will be trained, and 22 new staff will be hired and trained, all supported by defined clinical career pathways from EMT through critical care roles. The program enhances promotability, increases wages, strengthens retention, and builds Idaho's only dedicated ground CCT training environment while improving access to critical care across urban and rural communities.

Amount Requested: \$30,000

Discussion:

- QFM score 29

**Motion by Ms. Griffin to approve the Ascent Medical Transport LLC Employer Grant in the amount of \$30,000.  
Second by Ms. Morrow. Motion carried.**

- **Idaho Milk Products Employer Grant**

Idaho Milk Products is completing a major expansion to support the launch of a new ice cream and powder blending facility in Jerome, Idaho. The expansion significantly increases manufacturing and production capacity, introduces new technologies and advanced equipment, and supports diversification into new product lines. To ensure successful operation of the new facility, the company will hire and train 120 new employees, ensuring the workforce is equipped with the technical skills needed for high precision food manufacturing. The proposed training, delivered through a combination of vendor led instruction and structured internal programs, will create quality jobs, foster talent development, and contribute to Idaho's economic growth.

Amount Requested: \$209,964.54

Discussion:

- QFM score 48

**Motion by Ms. Morrow to approve the Idaho Milk Products Employer Grant in the amount of \$209,964.54.  
Second by Ms. Griffin.**

Discussion:

- Great opportunity for the industry
- Previous success with WDC

**Motion carried.**

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- **IDOC Idaho Falls Community Reentry Center Innovation Grant**

The Idaho Department of Corrections is establishing a computer classroom at the Idaho Falls Community Reentry Center to address critical digital skill gaps among justice involved individuals. Many residents enter the facility with limited computer literacy, restricting their ability to access education, complete online job applications, or pursue workforce aligned training. This project will equip a new training space with 20 computers to support the Integrative Coaching Program, which delivers individualized instruction across Personal, Environmental, and Community skill domains. Residents will complete digital literacy coursework, participate in online learning, and engage in career connected training developed with Idaho State University and Workforce Services. The project expects to serve 300 individuals annually, enabling at least 40 residents to earn recognized credentials and 260 to complete job related certifications. By improving digital competency and employability, the project strengthens Idaho's talent pipeline and supports long term workforce participation. All requested funds will be used solely for computer equipment. Amount Requested: \$10,000

**Motion by Ms. Morrow to approve the IDOC Idaho Falls Community Reentry Center Innovation Grant in the amount of \$10,000. Second by Ms. Griffin.**

**Discussion:**

- More detail was requested on credentials, will be reported in quarterly reports
- Training seems broad; nature of participants lends it to need that broad scope
- ISU & CEI are also working with them to develop this (coaching program), will be aligned to in demand careers

**Motion carried.**

- **Western Aircraft Employer Grant**

Western Aircraft, Inc., is developing and implementing a large-scale workforce expansion and technical training program to onboard and skill 92 new full-time employees in response to the nationwide aviation mechanic shortage. These training programs include Maintenance Technician Apprentices, Airframe Structures Trainee Course, and Aviation Maintenance Technician Apprentice Course, each designed to deliver job ready technical capabilities and support long term FAA certification pathways. Grant funding will enhance Western Aircraft's ability to accelerate workforce development, increase wage potential for Idahoans, and ensure the company remains competitive in a rapidly evolving aviation market.

Amount Requested: \$138,000

**Discussion:**

- QFM score 45

**Motion by Mr. Kolb to approve the Western Aircraft Employer Grant in the amount of \$138,000. Second by Ms. Griffin. Motion carried.**

**\*WDTF Approval Process**

- New process recommended
  - Application received

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- Staff analysis completed
- Executive Committee review
  - Yes
    - Grant Review Committee for scoring
    - 65 or above approved, 64 or below denied
  - No
    - Decline; applicant may resubmit a new project
- Discussion:
  - Initial review will still allow for voicing concerns in advance
  - Keeps our review objective
  - Addition to process: report from GRC on final decisions at next Executive meeting
  - Advise Council of process improvement and be responsive to any concerns

**Motion by Ms. Morrow to accept the proposed WDTF Grant Approval Process changes as presented. Second by Ms. Griffin. Motion carried.**

### June Council Meeting Agenda

Wendi Secrist

- Agenda review
  - Budget
  - Policy Committee actions
  - Strategic Plan WDC & STEM
  - Healthcare deep dive
  - LAUNCH Update
  - Chair / Exec Dir Report
    - Thoughts
      - Healthcare deep dive should be rural focused
      - Miren, Jeff, or Todd to moderate
        - Miren – keep as panelist for Rural Health Transformation Grant

### Executive Director's Report

Wendi Secrist

- Idaho Jobs Explained IPTV videos
  - [Idaho Jobs Explained](#)
  - Most recent is Healthcare
  - Next will be Technology, then Agriculture, then Aviation
- One-Stop operator, procurement completed – IDOL awarded, Sarah Nash continues in her position
- CHIPS funding first order submitted, funding by June 15
  - Includes our position – Alyssa Williams will transition from ARPA to the position
  - Submitting for construction in June
  - July CTE
- Governor's Office issued press release today that revenue is on target

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- Workforce Pell Committee
  - Jenn White, Pete Risse, Kimberly Gardner, Sarah Griffin, Heidi Estrem, Kurt Leibich
  - WDC will own the policy, Council, Board, & CTE will each have a designee
  - The Governor must certify and send to USDOL for approval
  - Executive Order by June 1<sup>st</sup>
  - Funds available July 1<sup>st</sup>
  - Wendi will share recommendation to the Governor
  - One piece may be challenging; must seek statute changes to employer's wage reporting for enhanced wage records
    - Currently recording name & wage quarterly
    - New would include hours and occupation
  - Without it we cannot sustain Workforce Pell funding
  - Iowa, Alaska, South Carolina, Texas, and West Virginia have done it
  - Connecticut implemented it and had it rescinded
- Micron— 5,700 craft people currently on site, need 11,000 by the end of year

**Quorum lost**

**Adjourned 3:27 PM**