

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, July 16, 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, Alyssa Williams, Tina Polishchuk, Amanda Ames, Stacy James, Jan Whiting

Guests:

Call to Order at 2:02 PM

Welcome

Deni Hoehne, Chair

- Roll Call
- Review Agenda
- ***Approve June 9, 2026 Meeting Minutes**

Unanimous consent motion by Ms. Griffin to approve the June 9, 2026 Meeting Minutes as written. Second by Ms. Morrow. No objections, motion carried.

Budget Review

Wendi Secrist

- Report through May 31, 2026
- Currently closing FY26, working on FY27, and creating FY28 request
- WDTF
 - 80% of spend, operating budget at 84%
 - T&E, \$15.8M spending authority
 - Cash balance \$26M
 - Obligated \$19.5M, unobligated \$6.5M
 - Proposals under review \$2.7M
- WIOA
 - 98% spend
- In Demand Launch
 - Operating at 94%
 - Personnel 78% due to unfilled positions
 - Spending authority \$71.9M, expenditures \$37.9M (class of 24 & 25)
 - Interest received through May \$2.9M
- ARPA WDTF
 - TPM & LAUNCH on target

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- CHIPS will meet December 31st deadline
- Micron on track
- BSU on target to exceed training numbers, all construction completed by end of August
- 56% salary, 54% OPS; balance carries us through the first 6 months
- ARPA CCEG
 - On track 91%
 - Discussion:
 - Cert letter sent regarding return of funds
 - If repaid, timing would not allow reallocation

***WDTF Grants**

Amanda Ames

Process:

- Share analysis, answer questions
- Does this align with our priorities and objectives?
- Motion to move to GRC or not
- GRC will score and approve or deny

- **Idaho Forest Group Employer Grant**

Idaho Forest Group (IFG) is developing an Automation and PLC Training Lab to meet the growing need for highly skilled controls technicians and industrial electricians across its increasingly automated Idaho sawmill operations. The lab will provide hands-on training that replicates real production processes allowing new and existing employees to build critical troubleshooting, programming, networking, and automation skills safely and consistently without relying on live production downtime. The project supports a structured career pathway through a defined tier progression, enabling meaningful wage growth and promotability tied to skill attainment. Grant funds will support the purchase of necessary equipment, while IFG will provide In Kind personnel training hours and an expansion to accommodate the training equipment.

Amount Requested: \$95,000.00

Discussion:

- Staff analysis update sent after IDOL score
- Establishing 2-year apprenticeship, currently in review by USDOL
- Purchase of equipment
- Favorable Cap Ex and match amounts

Motion by Ms. Morrow to recommend review by the Grant Review Committee of the Idaho Forest Group Employer Grant in the amount of \$95,000.00. Second by Ms. Griffin.

No Objections, motion carried.

- **Blaine County Charitable Fund Innovation Grant**

The Blaine County Charitable Fund (BCCF) is implementing an internship for a Master of Social Work student already living in the community. The internship provides hands on training in case management, resource navigation, crisis response,

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and community collaboration. The internship is supported by job shadowing with partner organizations allowing the intern to gain skills directly aligned with employer identified needs. This project builds a sustainable rural talent pipeline, improves service capacity, and increases the likelihood of long-term workforce retention in Idaho's human services sector. Funding will support the intern stipend, training costs, and essential equipment, while BCCF will provide in kind supervision and mentorship.

Requested Amount: \$14,575.00

Discussion:

- Goal to connect graduate with hands on experience
- Partnering with St. Luke's Senior and Hunger Coalition as well as some others
- Trying to provide the clinical hours for these students
- Funding for preceptorship from the Rural Health Grant likely not available for a couple years

Motion by Ms. Griffin to recommend review by the Grant Review Committee of the Blaine County Charitable Fund Innovation Grant in the amount of \$14,575.00. Second by Ms. Morrow.

Discussion:

- Usually for more than 1 person
- Acceptable as innovation grant
- Comfortable with the career
- Trying to address issues that allow an individual to participate in the workforce
- Interested in this as a model, if successful would be good to share
- One individual is being trained, may need retention agreement

No objections, motion carried.

• Inspire Excellence – Teens to Trades Innovation Grant

The Teens 2 Trades Leadership & Mentorship Program is a year-long workforce development initiative designed to strengthen Idaho's construction trades talent pipeline by equipping youth ages 16–24 with the leadership, professional, and career navigation skills needed for long-term success. By pairing participants with industry mentors and providing workshops, job-site experiences, networking, and a statewide leadership summit, the program complements existing technical training. This approach strengthens school to jobsite transitions, supports early career retention, and prepares emerging workers to succeed and advance within Idaho's construction trades industry. Grant funds will support cohort supplies and training materials, cohort site visits, cohort recruitment, cohort engagement events, cohort guest speakers and mentors, and miscellaneous cohort supplies. Inspire Excellence will provide Cash Match for the annual leadership summit costs.

Amount Requested: \$25,000.00

Discussion:

- None

Motion by Ms. Morrow to recommend review by the Grant Review Committee of the Inspire Excellence-Teens to Trades Innovation Grant in the amount of \$25,000.00. Second by Mr. Kolb.

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Discussion:

- Has been around for a while, reinvigorating their program

No objections, motion carried.

- **Treasure Valley Family YMCA Innovation Grant**

The Treasure Valley Family YMCA, in partnership with Lee Pesky Learning Center and North Idaho College, is launching Idaho's first Early Childhood Educator Registered Apprenticeship (ECE RA) program to address severe workforce shortages in the early childhood education sector. This project creates a scalable "earn and learn" model that integrates paid on the job training with college coursework, individualized academic coaching, and classroom-based mentoring. Over two years, the program will support 25 apprentices across three cohorts in earning Child Development Education, helping them access higher wages and long-term career pathways. Funding will support program coordination, instruction, mentoring, and development of a statewide ECE RA Playbook to guide replication.

Requested Amount: \$258,708.00

Discussion:

- Work on this has been going on for an extended period
- They are taking a leadership role
- WDC staff have been working with them for 2.5 years
- Completed a soft launch with Micron, this will take it mainstream
- They are the largest childcare provider in the valley

Motion by MS. Griffin to recommend review by the Grant Review Committee of the Treasure Valley YMCA Innovation Grant in the amount of \$258,708.00. Second by Ms. Morrow.

Discussion:

- Confident that the statewide playbook will provide clear direction to replicate
- Seems similar to what the Boys & Girls club received but is not
 - They received a Child Care Expansion Grant, their apprenticeship was for child development
- Grant Review Committee will ensure this is not duplication
- Why NIC for a Treasure Valley project?
 - CWI does not have the online presence yet that is needed

No objections, motion carried.

- **Idaho Business for Education Innovation Grant**

Idaho Business for Education (IBE) is expanding its statewide Youth Apprenticeship Program to address Idaho's skilled labor shortage by connecting youth ages 16–24 with paid, career connected training in high demand fields. Through partnerships with employers, schools, and state agencies, IBE develops registered apprenticeship pathways tailored to real workforce needs, with priority for rural and underserved communities. Apprentices earn wages while receiving structured on the job training and related technical instruction, ensuring direct alignment between education and workforce needs. The project will support 150 apprentices, with an expected 120 of those earning recognized credentials and measurable wage growth.

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while strengthening Idaho's long term talent pipeline. Grant funding will support personnel costs, travel, accounting, contracted services, marketing, and miscellaneous supplies while IBE will provide In Kind for Supportive Services.

Amount Requested: \$500,000.00

Discussion:

- Approved by full council in March
- Funds are ear-marked
- Was there a timeline with approval? Yes, 1 year of funding and return with proof of a more balanced approach
 - \$135K has been raised since March and efforts are continuing
- Apprenticeship goal outside of the Governor's expectations, yes 150

Motion by Ms. Morrow to recommend review by the Grant Review Committee of the Idaho Business for Education Innovation Grant in the amount of \$500,00.00. Second by Ms. Griffin.

No objections, motion carried.

***Child Care Expansion Grants**

Amanda Ames

- **Jellybeans Playcare Center, Inc. – Extension Request**
 - Contract ends July 25th
 - Project completed
 - Extension requested to allow submittal of final reimbursements of \$26K
 - Transfer of funds will be done between budget categories
 - Extension requested to September 30, 2026

Motion by Mr. Kolb to approve the extension request from Jellybeans Playcare Center, Inc. to September 30, 2026. Second by Ms. Morrow. Motion carried.

- **Treasure Valley Family YMCA – Scope of Work Change**
 - Multiple delays with space acquisition
 - Plat will not have recordable deed by December 30th
 - SOW change from purchase to personnel, supplies, equipment, etc.
 - We have discussed all options with legal, this is the preferred option

Motion by Mr. Kolb to approve the SOW change request from Treasure Valley YMCA. Second by Ms. Morrow. Motion carried.

Review Strategic Plan Work

Tina Polishchuk

- Survey provided and completed by committee & staff
- Recommendations
 - Goal 3 Efficiency

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- 3b
 - is it our role to address this with the agencies?
 - Identify and lobby for addressing it, we do not have that authority
 - Identify and promote reduction of programmatic duplication
 - Change post-secondary to Idaho's educational institutions
- 3c
 - Agree with concept, not sure objective is for efficiency
 - Add "ensure sustainability of WDC investments" as a separate objective?
 - Support organizations that engage with workforce that collaborate or assist
 - 3c leave as is
 - Add 3e: Facilitate employer opportunities to collaborate and participate in Idaho's workforce strategy
- 2b
 - Remove Policies, add "investments"
- 2c - Delete

September Council Meeting Agenda

- *Tabled to August meeting*

Wendi Secrist

Executive Director's Report

- *Tabled to August meeting*

Wendi Secrist

Quorum lost

Adjourned 3:08 PM