

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Trent Clark
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL
317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, May 14, 2020

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Trent Clark, BJ Swanson, Jeff McCray, John Young, Deni Hoehne, Joe Maloney

Staff: Wendi Secrist, Matthew Thomsen, Paige Nielebeck, Amanda Ames, Caty Solace

Guests:

Call to Order at 2:02 PM

Roll Call – quorum met

Review Agenda – no changes to the agenda

Review April 7 and April 24, 2020 Meeting Minutes

Motion by Ms. Swanson to approve the April 7, 2020 meeting minutes as written. Second by Ms. Hoehne. Motion carried.

Motion by Mr. Young to approve the April 24, 2020 meeting minutes as written. Second by Ms. Swanson. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - April 30, 2020										
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefit	\$390,100	\$306,326	\$83,774	\$95,400	\$70,791	\$24,609	\$485,500	\$377,117	78%	\$108,383
PERSONNEL	\$390,100	\$306,326	\$83,774	\$95,400	\$70,791	\$24,609	\$485,500	\$377,117	78%	\$108,383
Administrative Services & Supplies	\$6,000	\$3,565	\$2,435	\$1,000	\$707	\$293	\$7,000	\$4,272	61%	\$2,728
Communication Costs	\$4,000	\$3,147	\$853	\$0	\$0	\$0	\$4,000	\$3,147	79%	\$853
Computer Services & Supplies	\$20,850	\$13,928	\$6,922	\$0	\$0	\$0	\$20,850	\$13,928	67%	\$6,922
Employee Development, Memberships & Subscriptions	\$7,500	\$4,273	\$3,227	\$19,450	\$13,516	\$5,934	\$26,950	\$17,789	66%	\$9,161
Employee Travel Costs	\$25,500	\$6,955	\$18,545	\$7,000	\$8,456	-\$1,456	\$32,500	\$15,411	47%	\$17,089
Contracts, Events, & Other Council Activities	\$279,750	\$232,279	\$47,471	\$22,550	\$26,386	-\$4,036	\$302,300	\$238,865	86%	\$43,435
Rentals & Operating Leases	\$8,500	\$7,186	\$1,314	\$0	\$0	\$0	\$8,500	\$7,186	85%	\$1,314
OPERATING	\$352,100	\$271,332	\$80,768	\$50,900	\$49,265	\$735	\$402,100	\$320,597	80%	\$81,503
Grand Total	\$742,200	\$577,658	\$164,542	\$145,400	\$120,056	\$25,344	\$887,600	\$697,715	79%	\$189,885
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE							
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursement)	\$7,684,500	\$5,190,395	\$2,494,105							

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WDTF Financial Summary - April 30, 2020	
WDTF Cash Balance 4-1-20	\$14,081,972
Revenue	\$303,189
Interest	\$19,878
Payments	\$546,654
WDTF Cash Balance 4-30-20	\$13,858,385
Obligated Employer Grants	\$1,888,963
Obligated Industry Sector Grants	\$2,907,356
Obligated Innovation Grants	\$214,567
*Obligated Outreach Projects & Allocated Budget	\$745,249
FY 20 WDTF Admin Costs	\$164,542
WDTF Obligated Balance	\$5,920,676
Unobligated Balance	\$7,937,709
Proposals Under Review	\$996,300
Unobligated Balance if all funded	\$6,941,409

*Includes all Outreach funding made available for the Committee to allocate for FY20.

WDTF FY20 Revenue	Transfer In	Interest	Collection Cost
July	\$393,367	\$34,528	
August	\$587,161	\$33,013	
September	\$10,991	\$35,670	
October	\$313,552	\$33,444	\$21,261
November	\$535,421	\$31,836	
December	\$14,862	\$29,469	
January	\$184,667	\$28,506	\$19,963
February	\$469,180	\$26,109	
March	\$10,001	\$23,322	
April	\$303,189	\$19,878	\$23,135
May			
June			
FY20 Totals	\$2,822,391	\$295,776	\$64,360

Is the spike in unemployment (due to COVID-19) going to be accompanied by a significant increase in unemployment tax?

- In one of the first executive orders issued by the Governor, there is a statement that reads if an employer has to lay off employees due to COVID-19, those layoffs will not affect the employer's experience rating. An increase in unemployment insurance rates is likely, but it is unclear when that increase may occur. When that happens, revenue to the WDTF would likely increase. The WDC may not see any difference in FY21. Ms. Secrist will talk to IDOL about revenue projections for the WDTF.

Where are the interest earning monies being kept? Is that something the WDC keeps or is it housed elsewhere?

- The State Treasurer invests the funds. The WDC keeps the interest and it goes into the unobligated balance.

The WDC was asked to project the agency's increased costs due to COVID-19. The WDC has been approved for \$3,800 in CARES Act Funding. The only increased cost so far is web meetings. There may be an increase for the July and October council meetings as well. The funds need to be expended by December.

The State Controller's Office conducted an informal agency review of the WDC that looked at the agency's internal controls and practices. The feedback from the State Controller's Office was overall very positive. The

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State Controller's Office suggested that there should be a two-step process for approving the closing packages for the fiscal year end which staff will implement.

FY22 Budget Submission Timeline

The WDC's FY22 budget request is due by September 1. Ms. Solace and Mr. Young have worked with the Outreach Committee for the FY21 Outreach Project funding budget request. At the July Council meeting, Ms. Secrist will present the approved FY21 operating budget, the projected FY22 budget request, and Mr. Young will present the FY21 outreach budget for approval. There may be a few minimal changes for the FY22 budget after the Council has reviewed it. Next month, the Outreach Committee plans to bring their budget request before the Executive Committee.

Central Equipment – Employer Grant

Central Equipment aims to provide a solution to the heavy machinery needs in both rural and urban areas. To provide these solutions, Central Equipment needs to be able to train individuals in mechanical areas, both general and specialized mechanical areas. Central Equipment needs to train in areas of new technology, machinery, and business models. Most recently, Central Equipment hired three individuals to provide sales, service, and parts assistance. The new employees need to be trained in their fields as well as in specialized programs from the manufacturers for their dealers.

WDTF Request: \$29,750

Motion by Ms. Hoehne to approve the Central Equipment Employer Grant in the full amount of \$29,750. Second by Mr. Young. Motion carried.

Executive Director Update

The Governor has proclaimed this week to be Idaho Public Employee Recognition week. At the national level, the week has been postponed until September to give states more time to make plans due to COVID-19. The Governor felt that it is important to recognize the state employees and the role they are playing during the COVID-19 Pandemic. Thank you to all the WDC staff for the hard work and effort, including the extra circumstances they have dealt with during this pandemic.

USDOL Grant Submission

The WDC staff has successfully submitted the USDOL grant application for Youth Apprenticeship. Ms. Secrist should hear early June if the WDC was selected for funding.

One-Stop Operator Procurement

A committee has been appointed to review the proposals for the One-Stop Operator-contract procurement. Their work should be complete by mid-June.

New WDTF Short-Term Training Program

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The Governor is looking for opportunities to help Idaho's economy during the COVID-19 pandemic. Currently 1 in 6 Idahoans are unemployed and many of those individuals turn their sights to a better job. This It may require the individual to gain a certificate or new skill to qualify for a better job. The Governor' Office would like the WDC to create a workforce training component to the Idaho Rebounds plan to help these individuals return to work.

The Policy Committee has been working on a training fund program to allow individuals access to financial assistance for training programs that are not eligible for federal financial aid. Next week Ms. Secrist will be presenting a framework of the program to the Policy Committee. The goal is to have a program put together in June and obtain council approval in July.

Ms. Solace has been working on a campaign through the Outreach Committee called Idaho Launch. This campaign will connect individuals, who are looking for new opportunities, to training. Ms. Solace has added a link to the site that takes individuals to the IdahoWorks page that displays job openings for essential workers.

Utah is building a platform that curates the training based on a survey they did of employers asking what skills they wanted individuals to gain over the next 6-12 months. Where there are opportunities for online/remote training, Utah's site connects individuals directly to the training. Ms. Secrist will learn how this might be integrated into Idaho Launch.

The WDC can build a proposal to use CARES Act funding to bring these three projects together to help upskill individuals impacted by COVID-19.

Is the Committee supportive of this concept?

- The WDC needs to consider how the workforce is going to change after COVID-19. There is a learning curve on training employees to work from home.
- Would there be a role for TPM to engage in this project?
 - Absolutely. Ms. Secrist will talk about how these projects align in a later agenda item.
- There is a concern not knowing what the ongoing costs might be.
 - Ms. Secrist will talk with Utah about the ongoing costs of their program.
 - If there are ongoing costs, they would be moved into the general WDC operating budget.
 - Integrating the program into Idaho Launch and the training program the Policy Committee is creating will help manage some of the cost.
- It is important to ensure that the training will lead to a career.
- It is important for the WDC to think about how we are interacting with the individuals who are lacking the skills necessary to move out of low wage jobs. Those individuals need to be connected with a platform they are using (e.g. Indeed).
- The Committee is in support of Ms. Secrist's proposal and moving forward with the project.

Ms. Secrist is discussing campus reopening plans and the Workforce Training Centers with the 4 community college presidents. The Community Colleges are making hard decisions right now due to COVID-19. Ms. Secrist

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would like to ensure there is going to be training available for Idahoans. The Governor in Washington has issued guidance on how to restart critical workforce development programs. Idaho needs to identify and support our critical workforce development programs.

Virtual One-Stop Service Delivery

Staff are discussing the design of a virtual one-stop service delivery program with agency partners. IDOL is planning to reopen the public offices, by appointment, in a manner that involves safe social distancing. The group is determining which services may be part of a long-term shift to virtual delivery. IDOL is reviewing a contract with Big Interview, an online platform that prepares individuals for interviews. The individual practices interviews on video and sends it to case managers for review.

The WDC funded an innovation grant for Idaho Digital Learning to create online soft skills training modules. Most of the modules are now available on the WDC website.

Amazon marketing has created an apprenticeship for marketing professionals to market Amazon from their ~~computer at~~ home offices. They refer to it as "work at home apprenticeship".

Strada Education consumer surveys have found that over 2/3 of respondents want online or work-based training. These all present an opportunity to reimagine service delivery in Idaho.

WIOA Local Area Allocations – Action Item for June

On April 7, the Executive Committee approved the WIOA Local Area Allocation policy. The policy outlines that the WDC, as a local board, decides what types of local area projects funds should be set aside and how those funds are distributed. Ms. Secrist is working with the IDOL administrative entity to determine which funds may be recaptured and review PY20 allocations. In June, Ms. Secrist will present to the Executive Committee a list of projects where the recaptured funds could be used (e.g. one-stop operator contract, workforce labor market surveys, transition in service providers, etc.).

The new stimulus package proposed by the House includes \$1.6 billion for WIOA formula programs. The funds will be distributed using the WIOA funding formula. There are going to be more WIOA funds coming in the next 2 years. Some of the service delivery areas are still trying to spend PY18 funds and the WDC needs to monitor these expenditures more closely moving forward.

Strategic Plan

The WDC staff has been working with the committees to review their strategic plan objectives and progress.

Executive Committee Objectives

Ms. Secrist reviewed the objective set for the Executive Committee. Please see attached document.

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Does the Committee feel that progress has been made on “Develop/support a plan to provide for regional resources to increase line of sight.”? A refresh of the strategic plan will be completed over the next few months and new objectives will be created.

- The Talent Pipeline Management (TPM) program addresses this objective.
- The employers are looking forward to beginning work with the trainees.
- Is there an update on the TPM program?
 - The meeting schedule has been set. The first webinar for the trainees was earlier this week. The first in-person meeting will be in July and the other two will be held in September and November. There will be a webinar between each meeting.
- We do not have control over the regional resources but can work with the regions to provide them with tools to use.

What is the next step? How should the strategic plan change?

- The WDC is starting to see different committees working towards similar strategies. The first iteration of the strategic plan identified objectives for each committee. Now it is apparent that there will be some shared work between the committees. The Executive Committee suggested that the strategic plan objectives be reviewed and categorized as completed, things that need to be done, and things that need to be added to the plan. Each of the committees could nominate a member for a strategic planning subgroup that reviews the strategic plan from a broad perspective in order to create continuity across all committees. The subgroup could bring a recommendation for any changes to the strategic plan back to the full council. This subgroup would review the plan as a whole and not create objectives for each individual committee.
- This is a good plan rather than taking hours at a council meeting to develop the plan and individual committee objectives.
- During the month of June, the Executive Committee would like each of the committees to ensure that all components of the strategic plan are relevant to the Council’s mission. The committee representative can then report to the strategic planning subgroup on the committee’s strategic plan discussion.

WDC Agency Strategic Plan Update

The WDC agency strategic plan is due July 1 to the Division of Financial Management. Ms. Secrist will review the agency plan and make minor edits to align it with the Council’s strategic plan. The agency strategic plan is a subset of the Council’s strategic plan.

Connecting the Dots – WDC Initiatives

Ms. Secrist asked Ms. Solace to create a graphic that describes how many of the WDC projects/programs overlap or integrate. Please see the first draft in attached document.

Ms. Secrist will send this document to the Executive Committee for feedback and then present a final draft to the Committee in June.

July Council Meeting Update

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At the last meeting, the Committee discussed providing the option for council members to attend the July meeting either virtually or in-person. Ms. Nielebeck is working on those arrangements. The Grove is working on creating a meeting setup that will allow for social distancing. Ms. Nielebeck is working with an AV company to provide the option for council members to attend the meeting virtually. Ms. Nielebeck will present updates and a cost analysis for the Committee at the June meeting.

Motion by Mr. McCray to adjourn. Second by Mr. Maloney. Motion carried.
Adjourned at 3:35 p.m.

DRAFT