

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, July 9, 2020

Time: 2:00 p.m. – 4:00 p.m.

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

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

Guests:

Call to Order at 2:10 p.m.

Roll Call – quorum met

Review Agenda

Ms. Secrist requested the WDTF Discussion – Allocation Trends be moved ahead of the BSU – Industry Sector Grant.

The chair requested unanimous consent to change the agenda. There was no objection.

Review June 11, 2020 Meeting Minutes

Motion by Mr. Young to approve the June 11, 2020 Meeting Minutes as written. Second by Ms. Swanson.

Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - June 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 & Benefits	\$390,100	\$372,600	\$17,500	\$95,400	\$92,512	\$2,888	\$485,500	\$465,112	96%	\$20,388
PERSONNEL	\$390,100	\$372,600	\$17,500	\$95,400	\$92,512	\$2,888	\$485,500	\$465,112	96%	\$20,388
Administrative Services & Supplies	\$6,000	\$3,745	\$2,255	\$1,000	\$707	\$293	\$7,000	\$4,452	64%	\$2,548
Communication Costs	\$4,000	\$4,400	-\$400	\$0	\$0	\$0	\$4,000	\$4,400	110%	-\$400
Computer Services & Supplies	\$20,850	\$20,706	\$144	\$0	\$0	\$0	\$20,850	\$20,706	99%	\$144
Employee Development, Memberships & Subscriptions	\$7,500	\$7,531	-\$31	\$19,450	\$14,251	\$5,199	\$26,950	\$21,782	81%	\$5,168
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	\$274,993	\$4,757	\$22,550	\$26,586	-\$4,036	\$302,300	\$301,579	100%	\$721
Rentals & Operating Leases	\$8,500	\$8,452	\$48	\$0	\$0	\$0	\$8,500	\$8,452	99%	\$48
OPERATING	\$382,100	\$326,783	\$25,317	\$50,000	\$50,000	\$0	\$402,100	\$376,783	94%	\$25,317
Grand Total	\$742,200	\$699,383	\$42,817	\$145,400	\$142,512	\$2,888	\$887,600	\$841,895	95%	\$45,705
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE							
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$7,684,500	\$5,687,004	\$1,997,496							

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WDTF Financial Summary - June 30, 2020	
WDTF Cash Balance 6-1-20	\$14,677,732
Revenue	\$14,291
Interest	\$11,593
Payments	\$520,540
WDTF Cash Balance 6-30-20	\$14,183,075
Obligated Employer Grants	\$1,817,431
Obligated Industry Sector Grants	\$2,707,740
Obligated Innovation Grants	\$212,672
*Obligated Outreach Projects & Allocated Budget	\$496,173
FY 20 WDTF Admin Costs	\$42,817
WDTF Obligated Balance	\$5,276,832
Unobligated Balance	\$8,906,243
Proposals Under Review	\$125,000
Unobligated Balance if all funded	\$8,781,243

*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	\$901,989	\$14,661	
June	\$14,291	\$11,593	\$23,590
FY20 Totals	\$3,738,670	\$322,030	\$87,950

Because of COVID-19, some of the larger grants ended up cancelling their projects. This in turn is leaving a larger balance in the WDTF than anticipated.

WDTF Discussion - Allocation Trends

Currently there are \$8.5 million of unobligated funds in the WDTF. Ms. Secrist and Ms. Ames provided a report showing obligated funds in FY19 and obligated funds in FY20. Please see attached document.

Normally the WDC would receive more grant requests during the summer months, but due to COVID-19 fewer applications are being submitted.

The WDC is not seeing the interest and participation in WDTF programs the Council is seeking. \$4 million in grant funding barely exceeds the revenue deposited into the grant fund during the year. More outreach needs to be done to encourage applications for the WDTF.

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The Policy Committee is preparing a proposal to the Council for a new \$2 million WDTF program to support short-term training for individuals.

The Talent Pipeline Management (TPM) system will eventually identify new training ideas and opportunities for utilizing WDTF money.

What else could the WDC do to solicit more grant proposals?

- Reconsider the level of funding support for apprenticeships in employer grants. If the WDC is promoting apprenticeships, but only giving \$250 per apprentice, that is not a large incentive for employers.
- Do more to connect workforce training centers, employers and the WDC so that employers use workforce training centers instead of structured on-the-job training in their proposals. Many employer grants contain structured on-the-job training which scores low in the grant scoring matrix.
- There is a CTE grant opportunity, that only the state workforce board can apply for, to support technical colleges and workforce training centers. The colleges indicate they need equipment to meet social distancing guidelines in the classroom, which won't make a compelling case for that grant but could be considered under WDTF.
- Continue collaborating with industry associations to find trainings that fulfill their needs and fill gaps in the workforce.
- Work with educational institutions to advocate that they invest more resources into the workforce training centers. The centers are running at full capacity and need to be expanded to meet workforce needs.
- Consider creating something like a block grant for TPM groups to help get their strategies or pilot projects started.
- Create a grant for small employers to train an individual who is entering the workforce for the first time or have been out of the workforce for a long time. This type of grant could work well in rural Idaho.
- Produce an online conference for HR professionals and trainers to learn about the WDC, the WDTF, apprenticeships, etc.
 - The Committee requested Ms. Hoehne and the WDC staff create a funding proposal for the Outreach Committee for the above conference.
- Brainstorm ideas to accelerate apprenticeships in Idaho. The value an apprenticeship can bring to students is still not widely understood or appreciated.
 - Provide a simple addition to the employer grant program for employers who start an apprenticeship program. For example, a proposal could be prepared for the Policy Committee with a proposal to fund 400 registered apprenticeships at \$2,500 each, payable to the employer after the apprentice has finished their first year.

BSU – Industry Sector Grant

BSU requests funds to provide scholarships for rural healthcare providers throughout Idaho to acquire a high quality, innovative online Value-Based Healthcare (VBH) Certificate. The program launched in January 2020 and provides students instruction on topics related to Idaho's emerging VBH processes and practices. Students will receive expert instruction on newly mandated payment and healthcare delivery programs as well as telehealth

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utilization critical to success in a new healthcare model. Most rural providers and critical access hospitals already operate in the red and are threatened with closure. These scholarships will help increase the likelihood of success navigating toward VBH.

WDTF Request: \$175,240

Motion by Ms. Hoehne to approve the recommendation of the Grant Review Committee to approve the BSU industry sector grant in the full amount of \$175,240. Second by Mr. McCray.

Why do the wages not change after training?

- The wages the employees are paid are high. If hospitals do not move to value-based healthcare, they will eventually close. This grant is about job retention. Developing expertise in VBH is necessary for this paradigm-changing shift in the health care industry.

Motion carried.

Executive Director's Report

The US Department of Education, Office of Career & Technical Education opened a "reimagining workforce development" grant opportunity. States can apply for grants under 2 different priorities. The first focuses on innovative practices with a priority on online programs and the second is an education based small business incubator/entrepreneurship initiative. The WDC is the only agency that can apply for the funding and Idaho can only apply for one priority focus. Grants are prioritized to the states with the highest COVID-19 burden. Of the 100 possible points, states with the highest COVID-19 burdens would score 40 on the COVID-19 burden scale, and Idaho is only guaranteed 8 of those points. Ms. Secrist met with each of the educational institutions to discuss the grant opportunity. All the institutions identified that they need additional equipment to meet COVID-19 social distancing requirements. NIC, UI, LCSC and BSU indicated they are also very interested in applying for the education-based small business incubator grant. These institutions are willing to provide a grant writer to create the proposal. Ms. Secrist will send a notice of intent to apply on Monday. If the project moves forward, Ms. Secrist will bring the proposal to the Executive Committee in August.

- What will the proposed project be?
 - The institutions have not yet had that in-depth of a discussion. The institutions will need to show the WDC what their plan is and the goals they want to accomplish under the entrepreneurship priority
- Some members of the Executive Committee expressed concerns about the value of creating new business incubators. Many already exist, and many have closed. If the Executive Committee is hesitant to support the institutions seeking to create business incubators, Ms. Secrist will convey that concern to the institutions. However, it is important for the WDC to be a supportive and valuable partner to Idaho's educational institutions. If they are interested in applying for the business incubator grant, the WDC should be helpful. Ultimately the funds would go to the institutions and they would be responsible for meeting the grant requirements.

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CARES Act Funding

Ms. Solace and Ms. Secrist had a kickoff meeting with Strategies 360 and the Cicero Group. The employer survey should launch the week of July 20 and the WDC staff with work with partners and council members to get it out to employers.

USDOL Grant

The WDC staff built a half-time position into the USDOL youth apprenticeship grant. Our federal project officer strongly recommends that it be a full-time position at least for the first year. The WDC does not have the ability to hire a state employee without legislative approval via our budget, thus the position will be a contract position for the rest of the FY21. The WDC will request a limited service FTE in the FY22 budget. The position will be eliminated once the grant funds end. There is currently \$40,000 in the budget for indirect costs (e.g. accounting, legal, etc.). Ms. Secrist is looking to possibly shift those and other funds into the FTE's salary.

Idaho Business for Education is the entity that will implement the majority of the project as an intermediary. Over the 4 years, approximately \$1.8 million is going to Idaho Business for Education (IBE) to pay for staff and related expenses. The WDC will require IBE to sign a sub-recipient agreement that includes all the terms and conditions of the grant.

Motion by Mr. Young to adjourn. Second by Ms. Hoehne. Motion carried.
Adjourned at 3:30 p.m.