

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

B. J. Swanson
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, January 14, 2021

Time: 2:00 p.m. – 3:30 p.m.

Council Committee Members: Deni Hoehne, BJ Swanson, John Young, Joe Maloney, Elli Brown, Kelly Kolb

Staff: Wendi Secrist, Paige Nielebeck, Jeffrey Bacon, Amanda Ames, Matthew Thomsen

Guests:

Call to Order at 2:01 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

***Review December 10, 2020 Meeting Minutes**

Mr. Maloney requests unanimous consent to approve the December 10, 2020 Meeting Minutes as written. Second by Mr. Kolb. There are no objections.

Recap of Council Meeting

Discussion:

The Council meeting went smoothly, and the resources provided were very informative.

The Executive Committee expressed concern that an all-day online board training in April would not be effective. That is a long time to be in front of a camera. It would be a shame to lose participation during the training. It might be beneficial to postpone the board training until we are able to meet in person. It would be nice to try to meet in small groups as the COVID vaccination rolls out.

Ms. Nielebeck did determine that if the WDC rents the entire Grove Hotel Ballroom, the whole council can fit meeting social distancing requirements. Ms. Nielebeck can also explore locations outside of Boise.

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Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - December 31, 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	\$395,300	\$190,681	\$204,619	\$96,700	\$45,542	\$51,158	\$492,000	\$236,223	48%	\$255,777
PERSONNEL	\$395,300	\$190,681	\$204,619	\$96,700	\$45,542	\$51,158	\$492,000	\$236,223	48%	\$255,777
Administrative Services & Supplies	\$6,000	\$845	\$5,155	\$1,000	\$4	\$996	\$7,000	\$849	12%	\$6,151
Communication Costs	\$4,000	\$2,913	\$1,087	\$0	\$0	\$0	\$4,000	\$2,913	73%	\$1,087
Computer Services & Supplies	\$26,500	\$13,262	\$13,238	\$0	\$0	\$0	\$26,500	\$13,262	50%	\$13,238
Employee Development, Memberships & Subscriptions	\$7,500	\$306	\$7,194	\$21,500	\$17,074	\$4,426	\$29,000	\$17,379	60%	\$11,621
Employee Travel Costs	\$25,000	\$329	\$24,671	\$0	\$0	\$0	\$25,000	\$329	1%	\$24,671
Contracts, Events, & Other Council Activities	\$528,500	\$71,581	\$456,919	\$24,300	\$0	\$24,300	\$552,800	\$71,581	13%	\$481,219
Rentals & Operating Leases	\$8,500	\$3,302	\$5,198	\$0	\$0	\$0	\$8,500	\$3,302	39%	\$5,198
OPERATING	\$606,000	\$92,636	\$513,464	\$46,800	\$17,078	\$29,722	\$662,800	\$109,614	17%	\$553,186
Grand Total	\$1,001,300	\$283,217	\$718,083	\$143,500	\$62,620	\$80,880	\$1,144,800	\$345,837	30%	\$798,963

STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$769,700	\$10,980,300

WDTF Financial Summary - December 31, 2020	
WDTF Cash Balance 12-1-20	\$15,266,474
Revenue	\$7,267
Interest	\$5,528
Payments	\$171,303
WDTF Cash Balance 12-31-20	\$15,107,967
Obligated Employer Grants	\$1,170,176
Obligated Industry Sector Grants	\$3,116,750
Obligated Innovation Grants	\$134,698
*Obligated Outreach Projects & Allocated Budget	\$952,857
Short Term Financial Assistance Program	\$1,988,959
FY 20 WDTF Admin Costs	\$718,083
WDTF Obligated Balance	\$8,081,522
Unobligated Balance	\$7,026,445
Proposals Under Review	\$2,000,000
Unobligated Balance if all funded	\$5,026,445

*Includes all Outreach funding made available for the Committee to allocate for FY21.

WDTF FY21 Revenue	Transfer In	Interest	Collection Cost
July	\$288,860	\$9,995	
August	\$735,854	\$8,536	
September	\$8,499	\$6,072	
October	\$306,682	\$5,828	
November	\$588,911	\$5,553	\$8,553
December	\$7,267	\$5,528	
January			
February			
March			
April			
May			
June			
FY21 Totals	\$1,936,073	\$41,511	\$8,553

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Discussion:

Ms. Secrist is presenting the WDC budget to JFAC on February 10. She will present remotely from DFM's conference room. The presentation will be streamed on IPTV. Ms. Secrist will send her JFAC presentation to the Committee for feedback and comments.

Idaho State University – Innovation Grant

Idaho State University Continuing Education and Workforce Training has applied for an innovation grant to create a test preparation program for the Property and Casualty Licensure exam that will use storytelling and visual animation. This program will make it easier for individuals to process and retain the concepts of property and casualty insurance. The Southeast Idaho Region is home to two major insurance provider centers, Allstate Call Center, and Idaho Farm Bureau Mutual Insurance. Both employers have expressed frustration in finding qualified individuals to work as agents in their companies. Furthermore, due to changes to the laws and regulations surrounding the insurance industry, policy processing clerks working in property and casualty insurance agencies are required to have a Property and Casualty license to make any adjustments to policies relating to clients' property. This requires independent agencies to hire licensed individuals or train current staff to pass the test in order to work as processing clerks.

WDTF Request: \$21,945

Discussion:

Have the big regional insurance companies offered any match?

- The companies have provided \$10,000 in cash match. They have also aided in the creation of the curriculum and training modules. The companies are designating employees to be subject matter experts.

Ms. Swanson requests unanimous consent to approve the Idaho State University Innovation Grant in the full amount of \$21,945. Second by Mr. Kolb. There are no objections.

WDTF Discussion

Additional Contract Extensions Based on COVID-19 Impact

Plant Therapy and House of Design indicated in their council presentations that they have not been able to conduct training due to COVID-19. House of Design decided to let their grant expire and apply for a new grant to meet their growing needs. There are other grants coming up over the next few months that are going to be requesting extensions.

Discussion:

Does the Committee want to extend Ms. Secrist's ability to grant up to 6-month extensions to grantees or let grantees reapply?

- The Committee would like to extend Ms. Secrist's ability to grant extensions.

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Motion by Mr. Kolb to extend the deadline to approve grant extensions to June 30, 2021. Second by Ms. Swanson. Motion carried.

Apprenticeship

The Policy Committee started adapting the employer grant eligibility to streamline the application for employers who are hiring and training registered apprentices. The process would allow applicants to bypass the Grant Review Committee and provide additional incentive to offset apprenticeship costs. The Committee has been struggling to determine the appropriate amount of incentive for the program. Currently, the quantitative funding model provides \$500 extra per apprentice. That is not enough of an incentive for employers to want to start an apprenticeship program. With Idaho Launch there is a mechanism in place to have the employee attend related instruction and submit a voucher to the institution for the WDC to pay for the training. Some employers pay for related training, but not all do.

Discussion:

CSI's apprenticeship program is not registered. How would an employer/employee be able to utilize that program?

- On the WDTF process side, the program must be registered for the employer to receive funding. The employer would provide verification from RAPIDs that the program is registered.
- On the Launch side, the Policy Committee has approved all related training to be eligible to receive Idaho Launch funds. The IDOL Career Planner has the responsibility to ensure that the apprentice is employed before going through the training.

Is the Committee comfortable with packaging the WDTF funding and Idaho Launch funding together to support apprenticeships?

- This will be helpful to smaller and medium size businesses who want to start apprenticeships but do not have the resources to do it alone.
- It would be nice to have a streamlined process for employer to get started on apprenticeships.

How does the apprentice get the funds and how much is the incentive?

- Apprentices do not receive any funds directly. Through Launch, the apprentice receives a voucher to take to the related training provider. That provider bills the WDC directly.
- The incentive program would be setup similarly to the employer grant program. The employer would submit for reimbursement. The employer would receive on payment upfront for startup costs and then would request annual reimbursement for the longevity of the apprenticeship program.

Ms. Secrist will meet with Mr. Maloney to address his concerns and the Executive Committee can discuss this subject again at the next meeting.

Matching Funds for Other Grants

Does the Committee want to explore the option for the WDTF to be able to match federal funding opportunities for Idaho?

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- There will be a federal funding opportunity around cybersecurity initiatives that requires 20% match locally.

Discussion:

The WDC did not have to provide cash match for the IBE Apprenticeship grant but had to provide leveraged resources. Typically, when the grant opportunities are released the WDC has 45 days to apply. Sometimes that is not enough time to put together an industry sector grant application with one of the colleges to be used as the match. Knowing there are going to be more opportunities coming from the federal level, would the Committee consider leveraging WDTF funds as a match?

- The grant needs to be examined by the Grant Review Committee.
 - The WDC could apply for a sector or innovation grant to be used as the match for the federal grant. This is already done through outreach projects.
- It is important that the federal grant applications are held to the same standards as other WDTF applications.

Sometimes grants require cash match instead of leveraged resources. The WDC would be used as a last resort for cash match.

The Committee is supportive of this idea if there are checks and balances in place. Ms. Secrist will put together a sample process with the help of our DAG and the Policy Committee.

WIOA Adult and Dislocated Worker Procurement Update

The invitation to negotiate has been open for a month. Proposals are due January 28.

Evaluation Process

Once the proposals are submitted, and independent evaluator will look at them before going to a WDC review committee. Ms. Secrist is working on finding an independent evaluator. This evaluator will not score the applications but can provide a written narrative that can assist the evaluation committee in scoring the proposals. The evaluation committee will be made up of people with varying levels of understanding of WIOA. There will be 5 total committee members. Ms. Secrist shared her thoughts on committee members.

- Two business members – Jan Nielsen and Elli Brown
- Jane Donnellan – Vocational Rehabilitation
- A representative from Department of Health and Welfare and/or,
- A representative from Idaho Commission for Libraries

The goal is to have an independent evaluator in place by mid-February, the Committee scoring and reviewing by mid-March, and start negotiations with the contract winner at the start of April.

Executive Director Updates

Ms. Secrist had no other updates for the Committee.

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**Motion by Ms. Brown to adjourn. Second by Mr. Maloney. Motion carried.
Adjourned at 3:16 p.m.**

DRAFT