

BRAD LITTLE
GOVERNOR



Deni Hoehne
Chair

Wendi Secrist
Executive Director

B. J. Swanson
Vice Chair

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

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Thursday, May 13, 2021

Time: 2:00 p.m. – 3:30 p.m.

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

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

Guests:

Call to Order at 2:00 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda

***Review April 13, 2021 Meeting Minutes**

Motion by Ms. Swanson to approve the April 13, 2021 meeting minutes as written. Second by Mr. Maloney. Motion carried.

Budget Report

WORKFORCE DEVELOPMENT COUNCIL OPERATING BUDGET - April 30, 2021													
STATE EXPENDITURE CATEGORY	WDTF Budget	Total WDTF YTD Spent	Total Ending WDTF	WIOA Budget	Total WIOA YTD Spent	Total Ending WIOA	YARG Budget	Total YARG YTD Spent	Total Ending YARG	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL YTD Spent %	TOTAL ENDING BALANCE
Salary & Benefits	\$395,300	\$325,911	\$69,389	\$96,700	\$73,820	\$22,880	\$70,000	\$43,387	\$26,613	\$562,000	\$443,118	79%	\$118,882
PERSONNEL	\$395,300	\$325,911	\$69,389	\$96,700	\$73,820	\$22,880	\$70,000	\$43,387	\$26,613	\$562,000	\$443,118	79%	\$118,882
Administrative Services & Supplies	\$6,000	\$1,051	\$4,949	\$1,000	\$4	\$996	\$675	\$968	-\$293	\$7,675	\$2,023	26%	\$5,652
Communication Costs	\$4,000	\$5,849	-\$1,849	\$0	\$0	\$0	\$300	\$210	\$90	\$4,300	\$6,059	141%	-\$1,759
Computer Services & Supplies	\$26,500	\$14,982	\$11,518	\$0	\$0	\$0	\$29,320	\$2,053	\$27,267	\$55,820	\$17,035	31%	\$38,785
Employee Development, Memberships & Subscriptions	\$7,500	\$881	\$6,619	\$21,500	\$16,266	\$5,235	\$0	\$0	\$0	\$29,000	\$17,146	59%	\$11,854
Employee Travel Costs	\$25,000	\$1,516	\$23,484	\$0	\$50	-\$50	\$0	\$0	\$0	\$25,000	\$1,566	6%	\$23,434
Contracts, Events, & Other Council Activities	\$528,500	\$104,585	\$423,915	\$24,300	\$9,236	\$15,064	\$30,000	\$0	\$30,000	\$582,800	\$113,822	20%	\$468,978
Rentals & Operating Leases	\$8,500	\$5,697	\$2,803	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$5,697	67%	\$2,803
OPERATING	\$606,000	\$134,562	\$471,438	\$46,800	\$25,556	\$21,244	\$60,295	\$3,230	\$57,065	\$713,095	\$163,348	23%	\$549,747
Grand Total	\$1,001,300	\$460,473	\$540,827	\$143,500	\$99,376	\$44,124	\$130,295	\$46,617	\$83,678	\$1,275,095	\$606,467	48%	\$668,628
STATE EXPENDITURE CATEGORY	TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				TOTAL BEGINNING BUDGET	TOTAL YTD Spent	TOTAL ENDING BALANCE				
TRUSTEE AND BENEFITS (Spending Authority for Grant Reimbursements)	\$11,750,000	\$1,134,072	\$10,615,928				\$619,705	\$251,687	\$368,018				

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WDTF Financial Summary - April 1, 2021	
WDTF Cash Balance 4-1-21	\$15,482,848
Revenue	\$233,382
Interest	\$5,073
Payments	\$159,415
WDTF Cash Balance 4-30-21	\$15,561,887
Obligated Employer Grants	\$1,052,187
Obligated Industry Sector Grants	\$3,018,234
Obligated Innovation Grants	\$123,662
*Obligated Outreach Projects & Allocated Budget	\$946,585
Short Term Financial Assistance Program	\$1,713,560
FY 21 WDTF Admin Costs	\$540,827
WDTF Obligated Balance	\$7,395,054
Unobligated Balance	\$8,166,833
Proposals Under Review	\$0
Unobligated Balance if all funded	\$8,166,833

*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	\$342,942	\$5,389	
February	\$384,864	\$5,132	\$7,392
March	\$12,658	\$5,050	
April	\$233,382	\$5,073	
May			
June			
FY21 Totals	\$2,909,919	\$62,156	\$15,945

WDTF Grant Review

BSU – Industry Sector Grant

The Boise State University project will provide training in essential, foundational skills for the provision of virtual patient healthcare, a personal and accessible modality of healthcare demanded by many patients, preferred by many employers, and supported and reimbursed by many payers. The modules, curriculum, and other materials developed for this program will help prepare 480 new nursing graduates and at least 525 nurses just pivoting to use this technology as a key element of patient care.

WDTF Request: \$292,346.03

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Discussion:

The Grant Review Committee liked this application. It was important to the Committee that the industry partners are spread throughout the state.

Motion by Mr. Young to approve the BSU Industry Sector Grant in the full amount of \$292,346.03. Second by Ms. Swanson. Motion carried.

Idaho Power – Employer Grant

Idaho Power will train new and existing workforce during the grant period. Some of their existing operators have worked at Idaho Power for 10 years and now need additional training as they have invested in new equipment, tools, and processes. The project will train 25 employees at two of their geothermal plants and 2 new employees.

WDTF Request: \$49,157.74

Discussion:

One of the challenges Idaho Power faces is not being able to train on disaster scenarios because they do not have a simulator. The new simulator will allow them to train on items that are critical to Idaho's power infrastructure.

Another challenge and benefit Idaho Power faces is the ability to provide high paying jobs in rural areas, but they have to find the workforce in those areas. Idaho Power has 17 hydroelectric plants on the Snake River. Many of these are in rural areas. Please see this link for their locations. <https://www.idahopower.com/energy-environment/energy/energy-sources/hydroelectric/hydroelectric-plants/>.

Motion by Mr. Maloney to approve the Idaho Power employer grant in the full amount of \$49,157.74. Second by Mr. Young. Motion carried.

U of I – Innovation Grant

The University of Idaho Coeur d'Alene (UI CDA) Dig'nIT High School Internship Program is a summer STEM enrichment program designed to grow a creative, well-educated, and career-minded community by engaging local businesses to provide a meaningful work experience for high school students. Dig'nIT promotes the university's STEM-focused initiatives by building a diverse workforce pipeline through internship opportunities to expose high school students to hands-on, experiential learning experiences. The grant will provide funding to support 7 students.

The WDC has turned down projects like this in the past because it is an expansion of an existing program with no sustainability at the end. Because of the cuts to the higher education budgets, U of I is not going to pay for the program internally.

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This proposal initially went before the Outreach Committee, but they felt it did not fit the criteria of an outreach project.

WDTF Request: \$24,266.67

Discussion:

This application started the discussions on how the Council can support the expansion of work-based learning (WBL) in Idaho. Usually, these types of programs do not have sustainability plans and the Council has declined applications for similar issues. U of I does not have the funding internally to support the program. This is not a new program. U of I has been running it since 2013. U of I has proven success at bringing employers to the table.

The funding in U of I's application will go towards the number of internships they can host.

The WDC does not require a sustainability plan for Innovation grants, so this meets policy requirements.

What areas are the internships in?

- The internships are IT and Tech internships.
- The program is in Coeur d'Alene, not Moscow.

The Grant Review Committee requested U of I create a "How-To Guide" to be shared with other communities who want to build similar programs.

Motion by Ms. Swanson to approve the U of I Innovation Grant in the full amount of \$24,266.67 with the stipulation that U of I create a how-to guide to be shared with other entities throughout the state. Second by Mr. Young.

Mr. Maloney requested U of I send over additional information on what they have previously done with this program (e.g., flyer, annual report, etc.).

Motion carried.

House of Design – Employer Grant

House of Design has seen significant growth since the company was first awarded a WDTF grant in 2017. Since 2017, HOD has grown from around 12 employees to 100 employees. The company provides in-house training for new and existing employees. Their new hires as well as current employees are trained on robotics related courses, as well as communication, leadership, etc. This grant will ensure trainings are done timely, allows HOD to grow their employees and develop their skills which in many cases leads to promotional opportunities within House of Design.

WDTF Request: \$263,261.06

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Discussion:

What kind of training is being offered and are the skills transferrable? In the past, the WDC has provided House of Design funding for training.

- They are offering welding, women in leadership, robotics, etc. These are all very transferrable skills.
- They are providing lean training but are not doing it to implement within their own company. It is part of their jobs to go to other entities and teach them to integrate lean training and six sigma into their own processes and procedures.
- It seems like the WDC is underwriting the training House of Design does for new hires.
 - The original training request submitted by House of Design showed a total request of over \$400,000. They are taking on costs associated with the training since they decreased the request to \$263,261.06 to match the results of the funding model.
 - Is there a limit on how many times an employer can apply for an employer grant?
 - Paylocity has requested three grants to train new employees.
 - This is something that needs to be discussed from a policy perspective. Only allowing employers to apply for one or two grants is difficult because the employer is paying into the WDTF.
 - Maybe employers can be limited to a certain number over a 5-year period.
 - If an employer comes to the WDC for multiple grants, then the training should be different from application to application.
 - The Policy Committee needs to review the employer grant application. They need to address the question of how many times an employer can request funds from the WDTF.

Motion by Ms. Swanson to approve the House of Design employer grant in the full amount of \$263,261.06.

Second by Mr. Kolb.

Currently House of Design has 95 employees. The application says that the funds are going to be used for new employees. Are they taking the 95 employees they have and training them, or will there be an increase in their workforce?

- 88 are being retrained. 30 new employees will be trained over the 2-year grant period.

5 aye votes and 1 nay vote. Motion carries.

Western States Equipment – Employer Grant

Western States Equipment is planning to expand their workforce over the next few years, affecting most of their locations in Idaho. As part of the expansion, Western States plans on retraining 431 existing employees and hiring 110 new employees. The primary focus is expanding the number of technicians in their workforce. Currently, there is a shortage of technicians in Idaho making it imperative that Western States train and grow their workforce.

WDTF Request: \$943,293.16

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Discussion:

Does Western States have a process in place so that the new grant will not be forgotten?

- The WDC staff cannot ensure the company will not have turnover, but the WDC has internal processes in place to check on grantees quarterly. Grantees are also required to submit quarterly reports.

In Western State's previous application, five employees received training that cost \$2,600 per trainee. What kind of training did they receive?

- The training for those 5 employees was general training (e.g., safety training, etc.). This was prior to the Council being established and IDOL/Commerce were making WDTF funding decisions.
- What kind of training is Western States requesting in this new application?
 - Sales, AEMP, leadership, hydraulics, engine, power train, service information systems, HVAC, etc.
 - Western States uses the terms journeyman and apprentice as jobs titles. They are not registered apprenticeship programs.

Motion by Mr. Young to approve the Western States Equipment employer grant in the full amount of \$943,293.16. Second by Mr. Kolb.

Ms. Hoehne recuses herself from the vote.

4 aye votes and 1 nay vote. Motion carries.

Outreach Committee Budget Update

The Outreach Committee requested \$350,000 for their budget last year. The Committee did not utilize all the funds last year due to the pandemic. The Committee anticipates an increase in requests this upcoming fiscal year. The Committee would like the full council to approve a budget of \$350,000 for FY22.

The Committee spent \$62,500 of the \$350,000 in FY21.

The Executive Committee is in full support of the Outreach Committee's budget request.

Registered Apprenticeship Incentive Policy

When the Council approved the Registered Apprenticeship Incentive Policy last month, Ms. Secrist did not catch a mistake in the policy that impacts the ability of this program to be used for youth apprenticeships. Some of the terms within the policy were taken from the employer grant application. When an employer is hiring a high school youth, the youth are not necessarily a full-time employee. In the contractual terms it states that only full-time employees are eligible for reimbursement. This means the WDC would not be able to use funding for STRAP programs. Ms. Secrist would like to bring an updated policy to the full council in July.

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In the meantime, Ms. Secrist would like to request the Executive Committee provider her a temporary waiver of the policy so that employers hiring youth apprentices are not being penalized.

Ms. Secrist reviewed the policy. Please see attached document.

Motion by Ms. Swanson to grant. Ms. Secrist a temporary waiver to implement the revised registered apprenticeship incentive program until the Council is able to take action. Second by Mr. Kolb. Motion carried.

Update to Operating Policies & Procedures

The WDC operating policies and procedures has not been reviewed since 2018. The section of the policy pertaining to the WDTF provides documentation that the Executive Committee gives the Executive Director the authority to sign grant contracts, make payments and other duties if the application is approved by the Grant Review Committee and the Executive Committee.

Ms. Secrist reviewed the changes to the policy. Please see attached document.

Motion by Mr. Kolb to approve the Operating Policies & Procedures as presented. Second by Ms. Swanson. Motion carried.

Executive Director's Report

Temporary Clerical Assistance

The WDC staff is having challenges keeping up with some of the fiscal processes since bringing on Idaho Launch, the Youth Apprenticeship Readiness Grant, and the Registered Apprenticeship Incentive program. Ms. Secrist met with the Governor's Office and the Division of Financial Management to discuss using some of the WDC's operating budget to hire a temp for the next 9-12 months to assist in these areas. The Governor's Office indicated they would support the WDC requesting another FTE, and this will help determine whether it should be included in the FY23 budget request.

Pandemic-Related Unemployment Programs

Governor Little has ended Idaho's participation in the Federal Pandemic Unemployment programs. The benefits will end in June.

Legislation Changes

If the WDC has proposed legislation changes, the idea must be submitted by June 24 and then the changes are due to DFM and the Governor's Office no later than August 12.

There is one piece of legislation where we would like to request a change. In the WDC's statute there is a section for youth employment and job training programs. The language in this section prohibits youth served under our programs from receiving state benefits (e.g., a youth apprentice could not participate in an apprenticeship

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where they are employed with the State of Idaho.). This is something Ms. Secrist thinks needs to be changed. Ms. Secrist is going to meet with Bobbi-Jo to discuss this topic.

This language was originally added during the great recession because there were stimulus funds for youth employment programs. The State did not want youth to be eligible for state benefits. It would be nice to be able to recruit youth apprentices to eventually become full-time employees for the State of Idaho.

Committee Members – Geographical Representation

This item will be moved to the next meeting.

Motion by Ms. Swanson to adjourn. Second by Mr. Young. Motion carried.
Adjourned at 3:32 p.m.

DRAFT