

**BRAD LITTLE**  
GOVERNOR



**Deni Hoehne**  
Chair

**Wendi Secrist**  
Executive Director

**John Young**  
Vice Chair

**WORKFORCE DEVELOPMENT COUNCIL**

514 W Jefferson St, Ste 131, Boise, Idaho 83702

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Date:** Wednesday, December 8, 2022

**Time:** 2:00 – 3:30 PM

**Council Committee Members:** Deni Hoehne, John Young, Joe Maloney, Kelly Kolb, Sarah Griffin, Liza Leonard

**Guests:**

**Staff:** Wendi Secrist, Paige Nielebeck, Amanda Ames, Matthew Thomsen, Caty Solace, Cassie Mansour, Sam Emery, Jeffrey Bacon, Stacy James, Rebecca Watson

**Call to Order at 2:00 PM**

**Roll Call** – Quorum Met

**Review Agenda** – No changes to the agenda

**Review November 10, 2022 Meeting Minutes**

**Review November 23, 2022 Meeting Minutes**

**Motion by Mr. Kolb to approve the November 10, 2022 and November 23, 2022 meeting minutes as written. Second by Ms. Griffin. Motion carried.**

**Budget Report**

WORKFORCE DEVELOPMENT COUNCIL  
Fiscal Year 2023 Budget  
For the Period July 1, 2022 - November 30, 2022

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 480,800	\$ 199,727	\$ 281,073	42%
<b>Personnel</b>	<b>\$ 480,800</b>	<b>\$ 199,727</b>	<b>\$ 281,073</b>	<b>42%</b>
Administrative Services & Supplies	\$ 6,000	\$ 3,577	\$ 2,423	60%
Communication Costs	11,349	4,321	7,028	38%
Computer Services & Supplies	26,100	9,042	17,058	35%
Contracts, Events & Other Council Activities	532,551	102,690	429,861	19%
Employee Development, Memberships & Subscriptions	7,250	1,680	5,570	23%
Employee Travel Costs	18,000	1,891	16,109	11%
Government Overhead & Insurance	6,750	6,460	290	96%
Rentals & Operating Leases	61,000	1,319	59,681	2%
<b>Operating Budget</b>	<b>\$ 669,000</b>	<b>\$ 130,979</b>	<b>\$ 538,021</b>	<b>20%</b>
<b>Grand Total</b>	<b>\$ 1,149,800</b>	<b>\$ 330,707</b>	<b>\$ 819,093</b>	<b>29%</b>

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 7,384,500	\$ 1,551,994	\$ 5,832,506

WDTF Financial Summary	
WDTF Cash Balance 11/1/2022	\$ 13,506,144
Revenue	766,556
Interest	24,847
Payments	220,492
<b>WDTF Cash Balance 11/30/2022</b>	<b>\$ 14,077,054</b>
Obligated Employer Grants	\$ 1,720,034
Obligated Industry Sector Grants	4,818,037
Obligated Innovation Grants	872,084
*Obligated Outreach Projects & Allocated Budget	675,758
*Short Term Financial Assistance Program	1,434,073
FY23 WDTF Admin Costs	538,021
<b>Obligated Balance</b>	<b>\$ 10,058,007</b>
Unobligated Balance	\$ 4,019,047
Proposals Under Review	2,763,846
<b>Unobligated Balance if all funded</b>	<b>\$ 1,255,201</b>

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 260,762	\$ 12,231	\$ 42,108
August	892,198	14,898	-
September	10,162	18,825	-
October	239,927	22,370	-
November	766,556	24,847	-
December			
January			
February			
March			
April			
May			
June			
<b>FY23 Totals</b>	<b>\$ 2,169,605</b>	<b>\$ 93,171</b>	<b>\$ 42,108</b>

\*Includes all Outreach funding made available for the Committee to allocate for FY23.  
\*\*Includes all Launch funding made available for FY23.



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WIOA				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 104,300	\$ 43,939	\$ 60,361	42%
<b>Personnel</b>	<b>\$ 104,300</b>	<b>\$ 43,939</b>	<b>\$ 60,361</b>	<b>42%</b>
Administrative Services & Supplies	\$ 1,000	\$ 220	\$ 781	22%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	25,274	6,151	80%
Employee Development, Memberships & Subscriptions	17,575	250	17,325	1%
Employee Travel Costs	-	1,806	(1,806)	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%
<b>Operating Budget</b>	<b>\$ 50,000</b>	<b>\$ 27,550</b>	<b>\$ 22,450</b>	<b>55%</b>
<b>Grand Total</b>	<b>\$ 154,300</b>	<b>\$ 71,489</b>	<b>\$ 82,811</b>	<b>46%</b>

**Discussion:**

- Are we under budget on WIOA?
  - We are not actually under budget, but Ms. Secrist and Ms. Nielebeck determine how much of their time is allocated to WIOA operations on a weekly basis and the remainder is billed to the training fund. This balances out throughout the year.

YARG					ARPA WFDT				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %	State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 89,000	\$ 37,498	\$ 51,502	42%	Salary & Benefits	\$ 123,600	\$ 20,964	\$ 102,636	17%
<b>Personnel</b>	<b>\$ 89,000</b>	<b>\$ 37,498</b>	<b>\$ 51,502</b>	<b>42%</b>	<b>Personnel</b>	<b>\$ 123,600</b>	<b>\$ 20,964</b>	<b>\$ 102,636</b>	<b>17%</b>
Administrative Services & Supplies	\$ 675	\$ 79	\$ 596	12%	Administrative Services & Supplies	\$ 1,000	\$ 2,113	\$ (1,113)	211%
Communication Costs	360	150	210	42%	Communication Costs	970	120	850	12%
Computer Services & Supplies	2,365	588	1,777	25%	Computer Services & Supplies	6,076	4,345	1,731	72%
Contracts, Events & Other Council Activities	24,100	-	24,100	0%	Contracts, Events & Other Council Activities	625,000	1,458	623,542	0%
Employee Development, Memberships & Subscriptions	1,000	699	301	70%	Employee Development, Memberships & Subscriptions	-	-	-	0%
Employee Travel Costs	1,500	969	531	65%	Employee Travel Costs	-	1,295	(1,295)	0%
Government Overhead & Insurance	-	-	-	0%	Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	-	-	-	0%	Rentals & Operating Leases	2,954	-	2,954	0%
<b>Operating Budget</b>	<b>\$ 30,000</b>	<b>\$ 2,486</b>	<b>\$ 27,514</b>	<b>8%</b>	<b>Operating Budget</b>	<b>\$ 636,000</b>	<b>\$ 9,331</b>	<b>\$ 626,669</b>	<b>1%</b>
<b>Grand Total</b>	<b>\$ 119,000</b>	<b>\$ 39,984</b>	<b>\$ 79,016</b>	<b>34%</b>	<b>Grand Total</b>	<b>\$ 759,600</b>	<b>\$ 30,295</b>	<b>\$ 729,305</b>	<b>4%</b>

  

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 243,290	\$ 393,210

  

Trustee and Benefits	Beginning Balance	LAUNCH Admin Budgeted Cost	** Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 24,240,400	\$ 342,000	\$ 1,973,634	\$ 21,924,766

\*\*FY23 ARPA WFT Launch Program Obligated Amount is \$6.4MM

ARPA Child Care				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 166,600	\$ 57,493	\$ 109,107	35%
<b>Personnel</b>	<b>\$ 166,600</b>	<b>\$ 57,493</b>	<b>\$ 109,107</b>	<b>35%</b>
Administrative Services & Supplies	\$ 1,000	\$ 2,860	\$ (1,860)	286%
Communication Costs	970	431	539	44%
Computer Services & Supplies	6,076	2,360	3,716	39%
Contracts, Events & Other Council Activities	4,000	1,607	2,393	40%
Employee Development, Memberships & Subscriptions	-	-	-	0%
Employee Travel Costs	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Rentals & Operating Leases	2,954	-	2,954	0%
<b>Operating Budget</b>	<b>\$ 15,000</b>	<b>\$ 7,259</b>	<b>\$ 7,741</b>	<b>48%</b>
<b>Grand Total</b>	<b>\$ 181,600</b>	<b>\$ 64,752</b>	<b>\$ 116,848</b>	<b>36%</b>

  

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 14,803,696	\$ -	\$ 14,803,696

**Discussion:**

- Why are administrative services & supplies over the allocated amount in ARPA WFDT and ARPA Child Care?

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- Ms. Secrist explained that some of the technology costs landed in this category vs. computer services and supplies. The budget amounts will be reconciled in January as there are other operating expense that need to be moved based on the Tech Records Specialist position being funded through a temporary contract for the first six months of the fiscal year.

CNA Study				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ -		\$ -	0%
Personnel	\$ -	\$ -	\$ -	0%
Administrative Services & Supplies	\$ -		\$ -	0%
Communication Costs	-		-	0%
Computer Services & Supplies	-		-	0%
Employee Development, Memberships & Subscriptions	-		-	0%
Employee Travel Costs	-		-	0%
Contracts, Events & Other Council Activities	125,000	2,971	122,029	2%
Rentals & Operating Leases	-		-	0%
Government Overhead & Insurance	-		-	0%
Operating Budget	\$ 125,000	\$ 2,971	\$ 122,029	2%
Grand Total	\$ 125,000	\$ 2,971	\$ 122,029	2%

### Results of Management Review

- Ms. Secrist presented the results of the Management Review from the Legislative Services Audit Team.
  - The Committee congratulated the WDC Staff on the positive audit results.

### WDTF Grants

#### Micron Innovation Grant

Mr. Kolb presented the Micron Innovations Grant.

Micron has recently announced a 15-billion-dollar expansion in Idaho that will substantially grow the semiconductor workforce over the next several years. Their proposed project will fund a staff position for Idaho STEM Action Center who will support the expansion of the Externship program, provide stipends for the STEM Hub Directors to support teachers and industry in the more remote regions of Idaho, and develop marketing materials and outreach to increase awareness for both teachers and industry. Funding will also be used for stipends for educator externs to grow the program, paying for a total of 200 externs over a two-year period. Additionally, funds will help support the connection between students and employers by funding licensing for schools to access employer information on Pathful Connect. As part of the externs' projects, they will be tasked with adding information about their host site to Pathful Connect that students can access to learn more about careers in their area.

**WDTF Request: \$3,450,000**

### Discussion:

- Mr. Thomsen pointed out that this grant melds together funding educator externs with getting Pathful Connect into schools and getting students resources they need to be successful. This is a powerful partnership.
- Forty schools which were funded through the IBE partnership have been using Pathful Connect and integrating this into their communities with varying degrees of success. This is a great tool for high schoolers.

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- The Committee feels this is a great effort to build bridges with local schools and businesses.
- Is this just for small schools?
  - No, this is for all Idaho schools.
- Is this for one year?
  - No this will be for two years, but we would ask the Committee to only approve one year of funding obligation.

**Mr. Young moved to approve the Micron Innovation Grant in full, pending legislative approval of the WDC's FY24 budget for year two. The first year of funding may be obligated immediately. Ms. Griffin seconded. Motion approved.**

### ***Mountain View Hospital Industry Sector Grant***

Mr. Kolb presented the Mountain View Hospital Industry Sector Grant.

Mountain View Hospital (MVH) and Idaho Falls Community Hospital (IFCH), together with Idaho Healthcare Institute (IHI), a non-profit organization, will partner with the College of Eastern Idaho (CEI) to increase the number of CNAs entering the workforce by offering a Certified Nursing Assistant, Basic Life Support, and Assistance with Medication trainings. MVH, IFCH, and IHI will renovate, furnish, and equip a state-of-the-art training space of two classrooms with 12 training bays between them. This will help build capacity to 14 students per class, with the possibility of five classes and five sessions every year.

**WDTF Request: \$1,643,671.45**

### **Discussion:**

- Where is this hospital located?
  - This is located in Idaho Falls.
- How many public students will have a scholarship available to them?
  - We do not have any indication that the scholarship availability will only be for Mountain View Employees.
  - In all actuality the Committee is not sure it is material to this grant's purpose. But the Committee would like to direct that these scholarships would be available to all students and not just to the employees of the applicant hospital.
- Why does the program phase out scholarships? What happens in three years when they are no longer available?
  - It will be up to the employer partners to fund scholarships beyond the grant period. They have established a non-profit in the Idaho Healthcare Institute to support efforts.
  - "Ongoing scholarships through IHI will be covered through fundraising, donations, and grants," per the application. Some of this training is available through Idaho Launch funding. Mr. Young specifically requested more information on why we are not funding the ongoing training costs through Launch.

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- The one-time benefit is the real reason why this applicant did not want to start by using Launch for the CNA training. They are interested in providing for on-going training to create bridges between new healthcare employees to LPN and RN programs and would like to leverage Launch at that point.

**Ms. Leonard moved that the Mountain View Hospital Industry Sector Grant be funded in full as presented. Seconded by Ms. Griffin. Motion carried.**

**Child Care Expansion Grant Funding Recommendations**

Ms. Griffin presented the Child Care Expansion Grant (CEEG) Committee’s recommendations for funding. Ms. Secrist pointed out that the table was sorted by region and by large and small providers. Ms. Secrist also shared that the CCEG Committee specifically targeted areas of greatest gap or need.

Large Providers							
	Funded		Total			% of funds	% of seats
	Amount	Seats	Requests				
Region 1	\$ 2,625,000.00	220	\$ 4,530,000.00	347		58%	63%
Region 2	\$ 235,620.00	50	\$ 1,035,620.00	300		23%	17%
Region 3	\$ 618,724.00	80	\$ 7,166,882.91	1571		9%	5%
Region 4	\$ 900,000.00	60	\$ 1,500,000.00	210		60%	29%
Region 5	\$ 2,198,900.00	319	\$ 3,572,520.00	491		62%	65%
Region 6	\$ -	0	\$ 325,732.00	41		0%	0%
<b>TOTAL</b>	<b>\$ 6,578,244.00</b>	<b>729</b>	<b>\$ 18,130,754.91</b>	<b>2960</b>			
Small Providers							
	Funded		Total			% of funds	% of seats
	Amount	Seats	Requests				
Region 1	\$ -	0	\$ -	0		0%	0%
Region 2	\$ -	0	\$ -	0		0%	0%
Region 3	\$ 155,949.64	13	\$ 155,949.64	13		100%	100%
Region 4	\$ -	0	\$ -	0		0%	0%
Region 5	\$ 351,500.00	40	\$ 351,500.00	40		100%	100%
Region 6	\$ 348,455.00	27	\$ 348,455.00	27		100%	100%
<b>TOTAL</b>	<b>\$ 855,904.64</b>	<b>80</b>	<b>\$ 855,904.64</b>	<b>80</b>			

**Discussion:**

- Can you explain the gap and how scoring worked?
  - The CCEG committee utilized data provided by the Bipartisan Data Center [www.childcaregap.org](http://www.childcaregap.org) to look at the percentage gap and number of needed slots. A community with 100% gap would be the most severe need.
- Prioritizing the gap ended up excluding areas like the Treasure Valley from any Large Provider allocations at this time. The committee will meet again on January 20 to make additional awards once the total amount of funding requests is known after the January 1 deadline.
- The Committee explored the potential liability in funding “home-improvement projects” in an in-home daycare setting.

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- Ms. Ames assured the Committee that prior to contract award, we will do a thorough risk assessment to ensure that the grantee is able to utilize grant funds responsibly. We will include any contingencies that arise from the risk assessment in the grant contract.
- If at that time, the applicant was deemed too risky or ruled ineligible, the funding decision would be reassessed.
- Ms. Hoehne proposed that given the thorough and conscientious process the CCEG Committee undertook, and the esteem that the Committee has for its member's thoughtful approach to this process, that the Committee would today entertain a motion to fund all the grants in one single motion.

Provider	Request	Added Slots	Gap	Score	Region	Small Provider?	Contingencies
<b>Lost Rivers Medical Center</b>	\$270,000.00	18	100%	30	6	Yes	
<b>Tamarack Resort</b>	\$166,724.00	20	84%	25	3		
<b>West Central Mountains Econ. Dev. Council</b>	\$452,000.00	60	76%	30	3		
<b>Whole Child (Small Center)</b>	\$78,455.00	9	69%	20	6	Yes	
<b>Lucky Duck Preschool</b>	\$2,198,900.00	319	47%	23	5		Contract to include contingency that if building is sold in the future, grantee will be responsible for repaying grant funding.
<b>Tiny Tots Learning Center</b>	\$235,620.00	50	37%	27	2		
<b>Care House Learning Center</b>	\$88,860.00	7	34%	26	3	Yes	
<b>Little Me with Daycare</b>	\$67,089.64	6	34%	18	3	Yes	
<b>United Way of South Central Idaho; E-Street</b>	\$900,000.00	60	33%	26	4		
<b>Cookies N Milk Daycare</b>	\$351,500.00	40	25%	11	5	Yes	Contingent upon securing SBA loan
<b>Kaniksu Community Health</b>	\$375,000.00	70	24%	27	1		
<b>Storybook Adventure</b>	\$2,250,000.00	150	24%	27	1		

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**Mr. Young motioned to approve the slate of Child Care Expansion Grants as recommended by the CCEG Committee. Mr. Kolb seconded. Motion carried.**

### ***Final Review of December 14 Council Agenda***

Ms. Secrist presented the final version of the December 14 Council Agenda, going through the agenda line by line.

Discussion:

- The Committee discussed the benefits of delivering a less speculative infographic for the Leading Idaho Allocations to the Council. FY24 has not been appropriated yet, so Ms. Secrist is of the opinion that we should not assume this funding will remain the same. She requested the Committee's feedback.
  - The Committee agrees. Not discussing a fiscal year that funding has not yet been appropriated for is consistent with our priorities.
- Micron has put together presentation slides that Ms. Secrist may use all or part of in her presentation of their waiver request. The Committee encourages making the most conservative presentation of this grant as possible to the committee.
- Child Care Expansion Grants – the rubric and grant awards will be shared. The Committee requested adding a map to demonstrate the scope of the funding.

### ***In-Demand Credentials***

Ms. Secrist presented the most in-demand certifications per Lightcast real-time labor market data. See attached document. The Committee was able to see where Idaho Launch aligned with the most in-demand certifications and areas where the program can grow, like in Project Management Certification.

### ***Executive Director's Report***

#### ***Staffing Update***

Ms. Secrist presented a staffing update to the Committee: she is ready to extend an offer to a candidate for the Communications and Program Manager position.

### ***Executive Committee Open Discussion***

- Ms. Secrist reviewed the list of newly elected Idaho State Legislators. She communicated the need to build relationships.
- Ms. Secrist shared the challenge of the WDC staff's transitional office space and the hope for a resolution soon.

**Motion by Ms. Griffin to adjourn. Second by Mr. Kolb. Motion carried.**

**Adjourned at 3:30 p.m.**