

BRAD LITTLE
GOVERNOR

Wendi Secrist
Executive Director



Deni Hoehne
Chair

John Young
Vice Chair

WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, June 7, 2022

Time: 3:30 p.m. – 5:00 p.m.

Location: Zoom/In-Person

317 W Main Street

Boise, ID 83735

2 West Conference Room, 2nd Floor

<https://zoom.us/j/98876727845?pwd=dDZZV2hrb2dmNlINZzB4MjB3eC9Sdz09>

Meeting ID: 988 7672 7845

Passcode: 297414

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

Guests: Trent Clark

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

Call to Order at 3:34 p.m.

Roll Call – Quorum Met

Review Agenda – No changes to the agenda.

Review April 14 and May 12, 2022 Meeting Minutes

Motion by Ms. Griffin to approve the April 14 and May 12, 2022 meeting minutes as written. Second by Mr. Young. Motion carried.

Budget Report

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WORKFORCE DEVELOPMENT COUNCIL

Fiscal Year 2022 Budget

For the Period July 1, 2022 - May 31, 2022

WDTF				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 403,100	\$ 360,240	\$ 72,630	89%
Personnel	\$ 403,100	\$ 360,240	\$ 72,630	89%
Administrative Services & Supplies	\$ 6,000	\$ 3,559	\$ 3,929	59%
Communication Costs	7,500	10,070	(1,630)	134%
Computer Services & Supplies	26,500	18,163	9,395	69%
Contracts, Events & Other Council Activities	528,500	406,141	231,334	77%
Employee Development, Memberships & Subscriptions	7,500	9,587	(2,087)	128%
Employee Travel Costs	14,900	9,234	6,703	62%
Rentals & Operating Leases	8,500	7,671	1,602	90%
Government Overhead & Insurance	3,000	2,732	2,817	91%
Operating Budget	\$ 602,400	\$ 467,158	\$ 252,063	78%
Grand Total	\$ 1,005,500	\$ 827,398	\$ 324,693	82%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 11,750,000	\$ 4,179,350	\$ 8,217,629

WDTF Financial Summary	
WDTF Cash Balance 4/1/2022	\$ 13,973,418
Revenue	998,547
Interest	6,645
Payments	794,240
WDTF Cash Balance 4/30/2022	\$ 14,184,370
Obligated Employer Grants	\$ 1,715,160
Obligated Industry Sector Grants	5,940,212
Obligated Innovation Grants	1,059,632
*Obligated Outreach Projects & Allocated Budget	530,365
**Short Term Financial Assistance Program	2,584,189
FY22 WDTF Admin Costs	467,158
Obligated Balance	\$ 12,296,716
Unobligated Balance	\$ 1,887,654
Proposals Under Review	70,000
Unobligated Balance if all funded	\$ 1,817,654

WDTF Revenue			
Month	Transfer In	Interest	Collection Cost
July	\$ 232,883	\$ 3,453	\$ -
August	779,173	3,331	-
September	5,115	3,430	-
October	-	4,040	-
November	865,303	4,170	57,072
December	15,741	3,660	-
January	187,079	3,632	-
February	532,462	3,582	13,178
March	12,533	3,798	-
April	242,610	5,000	-
May	998,547	6,645	65,322
June	-	-	-
FY22 Totals	\$ 3,871,447	\$ 44,740	\$ 135,571

*Includes all Outreach funding made available for the Committee to allocate for FY22.

**Includes all Launch funding made available for FY22.

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Fiscal Year 2022 Budget

For the Period July 1, 2022 - May 31, 2022

WIOA				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 98,800	\$ 92,425	\$ 6,375	94%
Personnel	\$ 98,800	\$ 92,425	\$ 6,375	94%
Administrative Services & Supplies	\$ 1,000	\$ 170	\$ 830	17%
Communication Costs	-	-	-	0%
Computer Services & Supplies	-	-	-	0%
Contracts, Events & Other Council Activities	31,425	16,042	15,383	51%
Employee Development, Memberships & Subscriptions	17,575	13,391	4,184	76%
Employee Travel Costs	-	1,078	(1,078)	0%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Operating Budget	\$ 50,000	\$ 30,682	\$ 19,318	61%
Grand Total	\$ 148,800	\$ 123,107	\$ 25,693	83%

YARG				
State Expenditure Category	Budget	Actual	Under/(Over)	Actual %
Salary & Benefits	\$ 82,500	\$ 76,932	\$ 5,568	93%
Personnel	\$ 82,500	\$ 76,932	\$ 5,568	93%
Administrative Services & Supplies	\$ 440	\$ 16	\$ 424	4%
Communication Costs	360	330	30	92%
Computer Services & Supplies	300	613	(313)	204%
Contracts, Events & Other Council Activities	26,400	23,400	3,000	89%
Employee Development, Memberships & Subscriptions	1,000	-	1,000	0%
Employee Travel Costs	1,500	-	1,500	0%
Rentals & Operating Leases	-	-	-	0%
Government Overhead & Insurance	-	-	-	0%
Operating Budget	\$ 30,000	\$ 24,358	\$ 5,642	81%
Grand Total	\$ 112,500	\$ 101,291	\$ 11,209	90%

Trustee and Benefits	Beginning Balance	Disbursements	Ending Balance
Grant Reimbursement(s) Spending Authority	\$ 636,500	\$ 439,330	\$ 197,170

Discussion:

Staff believes there may be an error with the collection costs. Ms. James and Ms. Secrist are looking into it. It is about \$30,000 over what was estimated by IDOL.

New Format for FY23

Ms. James reviewed the new format of the budget report. Please see attached document.

This new format is to better reflect the three new budgets that are being added (ARPA Child Care, CNA Advisory Committee, and ARPA Workforce Training).

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****Southeast Idaho Council of Governments – Get Found First Employer Grant***

Get Found First provides digital marketing services, website design, search engine optimization, content marketing, social media marketing, and pay per click advertising. The business is experiencing growth as a result of new project they have recently taken hiring new employees and retraining existing employee. During the two years of the grant, Get Found First will train 21 existing employees and 14 new employees. The training that new employees will receive through this program will provide with a number of opportunities including the opportunity for promotion to management and director positions, increased wages or bonuses, and access to new positions created with program expansion. Get Found First operates its own "90 Day Digital Marketing Boot Camp" where new hires train under their Senior Account Management team and participate in 1-on-1 mentorship. Several existing staff will be trained as trainers due to the increase in hiring that is anticipated over the next two years.

WDTF Request: \$35,000

Discussion:

There was a question about the entity being a call center. It does not look like a call center. It looks like the trainees are learning marketing skills.

There was a question about Get Found First coming to the Committee before with grant requests. Have they come to the WDC before?

- They have not.

Motion by Mr. Young to approve the Get Found First employer grant in the full amount of \$35,000. Second by Ms. Griffin. Motion carried.

****Approve TPM Project Manager Applications***

A Talent Pipeline Management (TPM) Committee was formed to look at the applications for the TPM Project Manager Host Sites. The WDC received applications from all of the regions (regions 5 & 6 combined their application). The Committee unanimously approved the applications.

Discussion:

It is great to see how all the entities are partnering with each other on this program.

AGC and the Idaho Manufacturing Alliance put into their applications that they will look at funding models to sustain the program past the funding they receive.

Motion by Mr. Young to approve the TPM Host Site applications as presented pending the funding of the allocation at the June 8 Council Meeting. Second by Mr. Kolb.

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It would be nice to have someone to study each entity's effectiveness. Then the WDC would be able to home in on what best practices could be utilized. The entities will also have to provide reports to the WDC. The ARPA funds can do some evaluations of the program. The WDC could bring on an intern to do the evaluation.

Motion carried.

Review June 8 Council Meeting Agenda

Ms. Secrist reviewed the June 8 Council Meeting agenda. Please see attached document.

Discussion:

Ms. Griffin briefly reviewed her Child Care Expansion Grant Policy presentation. Please see attached documents. Idaho is faced with 2 open jobs for every individual seeking a job. It is important to remind the council of this. It is important to highlight that some of the Child Care funds are being set aside for small businesses. If this program is implemented right, it will make a huge impact in rural Idaho.

Are there examples of what this might look like in real life?

- The Council has a child care white paper that has some examples of what other entities are doing.

It would be beneficial to add into the rubric something that gives extra points for afterhours child care programs.

CTE Connect Conference – Workforce Panels

The September WDC meeting will be held in Lewiston. This was in alignment with a request from CTE to have our September meeting adjoin their CTE Connect Conference. The conference is targeted to CTE teachers, Career Counselors, Advisors, etc. One of the opportunities of doing the WDC meeting in Lewiston is the WDC will have an opportunity to see some of the WDTF investments made into the new LCSC CTE Center.

Mr. Long asked if the morning after the council meeting a few council members would be willing to do a panel discussion among industry members. Mr. Long then requested that the WDC do a panel at each of their conferences. Ms. Solace would facilitate the panel and council members would sit on the panel. Ms. Solace would be able to lay the foundation for the panel utilizing some of the Launch survey data.

The WDC staff would like Ms. Hoehne to represent WinCo at all three conferences. Ms. Secrist will reach out to the other Council members she would like to be on the panels.

The dates and locations of the conferences are below.

- July 14 – Twin Falls
- August 4 – Idaho Falls
- September 22 - Lewiston

Ms. Solace will send out an outline of events to the Committee.

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Executive Director's Report

Union Pacific wants to give money to do workforce development for non-profits. Ms. Secrist is working on having discussions with them about this.

Ms. Solace has moved into the new office location at the Capitol Annex. Ms. Nielebeck, Ms. James, and Ms. Grubbs will be moving over in the next couple of days. Architecture drawings are being put in front of public works to build out new spaces. All of this was supposed to have happened 45 days ago. 4 individuals will stay at the IDOL office until the construction is done.

The WDC is having a hard time finding individuals to apply for the open positions. The Administrative Assistant 1 position is being reopened as there were not qualified applicants. The WDC is working hard to recruit people.

The WDC is in the middle of a management review by the Legislative Services Office (LSO). The review should be complete very soon. There is one item that LSO could elevate to a finding. There are a couple of checks/deposits that do not have backup documentation and staff has not been date stamping the checks when they receive them in the mail.

Ms. Solace is beginning work on Age of Agility. The WDC staff and IBE is looking at the 11th or 12th of October. The 12th is preferred but Ms. Secrist will be doing a search to find out if there are competing events. She will also be running the dates by the Governor's Office. The conference will be in the same format as the past few years. IPTV has offered up their studio again. The theme this year is Pathways to Success. This will explore what success is, who are the customers, what the customers want, and how they get what they want. Ms. Solace is looking at doing a segment specific to career advisors and counselors.

- The conversation needs to start with a definition of success. All pathways to success need to be elevated.
- Students and employers are the customers of the education system. The conference needs to focus on how to help them define success
- Non-traditional students need to be included (students returning to education).

More details are forthcoming.

Executive Committee Open Discussion

No topics at this time.

Motion by Ms. Griffin to adjourn. Second by Mr. Kolb. Motion carried.
Adjourned at 5:05 p.m.