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*Vice Chair*

# WORKFORCE DEVELOPMENT COUNCIL

514 W Jefferson St, Ste 136, Boise, Idaho 83702

## Outreach Committee Meeting Minutes

**Date:** Wednesday, July 22, 2026
**Time:** 1:30 – 3:00 PM

**Committee Members:** Anna Almerico, Janelle Culley, Allison Duman, ~~Megan O'Rourke~~, Bill Reagan, Amanda Logan, Jenn Jackson, ~~Bryan Klein~~, Erin Simms, Matthew Baltzell, proxy for Scott Graf, ~~Scott Graf~~

**Staff:** Sherawn Reberry, Denise Hill, Chad Lahti, Tina Polishchuk, Amanda Paterson, Jan Whiting, Amanda Ames

**Guests:**

**Call to Order at 1:32 p.m.** **Bill Reagan, Chair**

***Roll call, introductions new members from former STEM AC Advisory Board & guest proxy***
***Review Agenda***
****Approve April 22 & May 13, 2026 Meeting Minutes***

**Motion by Ms. Duman to approve the April 22 & May 13, 2026 Meeting Minutes as written. Second by Ms. Logan. Motion carried.**

****Finalize Outreach Grant Application & Rubric*** ***Sherawn Reberry***

- Changes to application
  - Added section for type of grant
  - Staffing/ personnel no more than 20%
  - Public link to be updated
  - Equipment may not exceed 20% of total grant amount, used to support and sustain the outcome of the grant into the future within the educational setting
  - Discussion
    - Is 20% for equipment too low for equipment
    - Differentiate types of equipment or remove %
    - Previous grants have been for transportation
    - One previous grant request was 100% for monitors
    - Why is staff limited? Supplement does not supplant/show us how it goes forward
    - Concern on equipment, are we just buying everyone a computer
    - Outreach Grants do not currently have award amount parameters
    - Adding STEM connect grants and mini-hub grants being added which have parameters
    - Outreach is information sharing, connecting to resources
    - Consider the cost of technology
    - Perhaps equipment above 20% must be justified, true intention
- Changed submission window from 7 days to 30 days prior to Outreach Committee meeting
- Project Information, change "and" to "or"
  - Add "Communities" to who we provide funding to
- Added additional questions based on type of grant

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  - New – plan for sustaining or is it short-term project? What metrics will show a successful conclusion of the project (on each)
  - Renewable – why are you asking to renew the project
  - Renewable with continued funding – how are you planning on sustaining the program after the grant has been expended
- Outreach is reimbursement grant
- STEM connect and Mini provide budgets
- Occasionally have some that don't spend it all
- If not spent within timeline we can end contract and funds recovered

**Motion by Ms. Almerico to approve the changes provided on the Outreach Grant application and Rubric. Second by Ms. Jackson. Motion carried.**

Discuss the timeline for STEM Grants — Sherawn Reberry

- Background
  - More labor intensive
  - 65 of 99 mini grants submitted were awarded, additional funding was added
  - 12 of 50 connect grants awarded
- Previous process
  - Committee reviewed application then sent to STEM AC Advisory Board for review and approval
- Recommended process
  - Promote it for 30 days
  - Application open for 30 days
  - 15 days to review with staff & committee
  - Notify & sign
  - Fund – up to 60 days after signing
  - Grant cycle to Start in September rather than mid-spring
- Discussion
  - October meeting to be moved to November
  - Continue Discussion on STEM Grants
  - Is 15 days sufficient, yes comfortable with that number
  - Increase reference material available during the initial phase
  - Good timeline
  - Will bring back on November 19th meeting

**Motion by Ms. Duman to adjourn. Second by Ms. Almerico. Motion carried.**

**Adjourned at 2:32 p.m.**