

BRAD LITTLE  
GOVERNOR

Wendi Secrist  
Executive Director



Deni Hoehne  
Chair

## WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

### Work-Based Learning Committee Meeting

**Date:** Wednesday, November 2, 2021

**Time:** 1:00 PM – 2:00 PM

**Committee Members:** Audrey Fletcher, ~~David Moore~~, Debbie Ronneburg, ~~Ed Huskey~~, Elizabeth Hoeper, Gina Robison, ~~Jan Nielsen~~, John Russ, Marie Price, Maureen O'Toole, Ryan Gravette, Sean Kelly, Sherry Maupin, Vicki Isakson

**Guests:** Chet Andes, Leslie Losh

**Staff:** Jeffrey Bacon, Matthew Thomsen, Stacy James

**Call to Order at 1:01 p.m.**

**Roll call** - Quorum met

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

**October 5, 2021 Meeting Minutes Review**

**Motion by Ms. Hoeper to approve the October 5, 2021 Meeting Minutes as written. Second by Ms. Robison. Motion carried.**

**Work-Based Learning Survey Discussion Continued**

Mr. Thomsen reviewed the WBL survey with committee. Please see attached document.

### Internship Definition

Committee favors Internship definition: "A paid or unpaid experience for an individual in which they work within an organization to gain professional experience for which they may or may not receive academic credit."

Discussion:

Excerpts from Idaho Code: <https://legislature.idaho.gov/statutesrules/idstat/title44/>

*Idaho Code 44-1503 defines "employee" as individual employed by and employer. "Employ" includes to suffer or permit to work. "Wages" paid to any employee including compensation paid to such employee in the form of legal tender of the United States ...*

*44-1502. MINIMUM WAGES. (1) Except as hereinafter otherwise provided, no employer shall pay to any of his employees any wages computed at a rate of less than seven dollars and twenty-five cents (\$7.25) per hour for employment.*



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*44-1506. APPRENTICE. For any employment in which the minimum wage is applicable, the director of the department of labor may issue to an apprentice or learner a special license authorizing the employment of such apprentice or learner for the time and under the conditions which he determines and at a wage less than the minimum wage established by this act. Apprentice or learner shall include a student or students enrolled in a bona fide secondary school program administered by an accredited school district which includes work training experience. The director may hold such hearings and conduct such investigations as he shall deem necessary before fixing a special wage for such apprentice or learner.*

Additional information received from an **Idaho Department of Labor Representative:**

Situations in which an intern is considered an employee:

- Intern produces a good sold by the employer.
- Any job performed that is typically performed by an employee.
- Internships not linked to a for credit class.

Situations in which compensation or wages are not required:

- Internship is tied to a for-credit class. (This is based on the Federal Wage and Hours Laws)

### **Internship Outcomes**

“How important is it that organization serving individuals provide the following services for those engaged in internships? Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow individual to practice a variety of professional, academic, and technical skills.”

- The committee would like to mark this item as high importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Ensure individual is prepared regarding essential skills and required technical skills; if applicable, deliver pre-WBL curriculum and/or orientation to prepare individual.”

- The committee would like to mark this item as medium importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Screen applicants and facilitate interviews/placements.”

- Screening necessary but not a priority.
- The committee would like to mark this item as medium importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Support supervisors and individual during WBL experience as primary point of contact.”

- The committee would like to mark this item as high importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement.”

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- The committee would like to mark this item as high importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Establish and make individual aware of clear process and protocol for intervention in the case of a conflict or issue.”

- The committee would like to mark this item as high importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Develop and ensure completion of supervisor and individual evaluations.”

- The committee would like to mark this item as high importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Manage payroll and liability logistics (if applicable).”

- The committee would like to mark this item as low importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Award academic credit to individual.”

- The committee would like to mark this item as medium importance.

“How important is it that organization serving individuals provide the following services for those engaged in internships? Intentionally connect WBL experience to career education pathway, Individualized Learning Plan (ILP), and/or academic curriculum.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: Recruit supervisors and mentors.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: With assistance from individual-serving organization and/or intermediary, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow individuals to practice a variety of professional, academic, and technical skills.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: Verify that individual meets all safety regulations and labor laws.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: Help interview and select individual.”

- The committee would like to mark this item as high importance.

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“How important is it that employers engaged in internship provide the following: Provide a supervisor to onboard individual and meet regularly with individual to provide feedback and assess progress.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: Complete evaluations (at least midpoint and final) tied to measurable outcomes and skills outlined in the job description to evaluate individual performance and progress.”

- The committee would like to mark this item as high importance.

“How important is it that employers engaged in internship provide the following: Provide individual access to a professional mentor to guide him/her in career goals.”

- The committee would like to mark this item as medium importance.

“How important is it that employers engaged in internship provide the following: Integrate individual into company teams and facilitate regular engagement with employees.”

- The committee would like to mark this item as medium importance.

“How important is it that employers engaged in internship provide the following: Provide opportunities for individual to have ownership of distinct projects in addition to day-to-day work.”

- Understood intern role to be participant, not project leader.
- The committee would like to mark this item as medium importance.

“How important is it that employers engaged in internship provide the following: Pay wages to individual.”

- The committee would like to mark this item as high importance.

“How important is it that Individuals engaged in an internship receive the following: Successfully complete application and/or work readiness training prior to the WBL experience.”

- The committee would like to mark this item as high importance.

“How important is it that Individuals engaged in an internship receive the following: Demonstrate competency in essential skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc.”

- The committee would like to mark this item as high importance.

“How important is it that Individuals engaged in an internship receive the following: Reflect on experience and learning.”

- The committee would like to mark this item as high importance.

“How important is it that Individuals engaged in an internship receive the following: Complete WBL evaluation.”

- The committee would like to mark this item as high importance.

This discussion will be continued at the next Committee meeting.

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### **Idaho Apprenticeship Coalition Update**

Idaho Department of Labor (IDOL)

Presenter: Ms. Robison

- National Apprenticeship Month has scheduled 16 events and 3 proclamations. List of events can be found at <https://www.apprenticeship.gov/national-apprenticeship-week>.
- Team of 9 from the public sector attending conference in Sante Fe with the mission in mind to expand talent development, increase registered apprenticeship, grow career ladders, and encourage career growth.

Idaho Business for Education (IBE)

Presenter: Ms. O'Toole

- IBE actively participating in National Apprenticeship Month events and proclamations.
- IBE continues to explore the possibility of employing high school students to work in elementary schools.
- Now that the Boys & Girls Clubs are registered as employee sponsors, IBE can work with Idaho Career & Technical Education (CTE) to get positions filled.

Idaho Career & Technical Education (CTE)

Presenter: Ms. Hoeper

- Paul J. Schneider speaking to a graduating class on November 9th, College of Southern Idaho (CSI) coordinating with CTE and others for the event.
- +650 Idahoans enrolled in apprenticeship programs.

Idaho AFL-CIO

Presenter: Ms. Losh

- Apprenticeship outreach to seek out employers interested in sponsoring participants.
- Tours have been set up with Plumbers & Pipefitters group in Meridian with availability to enroll in the apprenticeship program on site same day.
- Tours are also set up with Electrical groups in Meridian and Pocatello.
- James Smith has arranged a Veterans Day event with ample volunteers in Pocatello to share apprenticeship opportunities with the military community.

**Motion by Ms. Fletcher to adjourn. Second by Ms. O'Toole. Motion carried.**

**Adjourned at 1:58 p.m.**