

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

Work-Based Learning Committee Meeting

Date: Wednesday, December 7, 2021

Time: 1:00 PM – 2:00 PM

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

Guests: Chet Andes, Elaine Zabriskie, Leslie Losh

Staff: Jeffrey Bacon, Matthew Thomsen, Stacy James

Call to Order at 1:00 p.m.

Roll call - Quorum not met

Review Agenda - No changes to the agenda

November 2, 2021 Meeting Minutes Review

Due to not meeting quorum, this item will be moved to the next meeting.

Work-Based Learning Survey Discussion Continued

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

Clinicals

Definition – An experience, similar to an internship, but typically found in health career preparation programs, where an individual observes and treats patients with oversight from a professional.

- The committee agreed with definition.

“Individual earns wages and/or academic credit and/or industry credential.”

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

“Individual increases knowledge of occupation, career field, and/or industry.”

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

“Individual is provided with opportunities for networking within the organization and/or industry.”

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

“Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools.”

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

“Individual and employer have positive customer experience as evidenced in feedback and evaluations.”

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

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“How important is it that organization serving individuals provide the following services for those engaged in a clinical? 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 a clinical? Ensure individual is prepared with regard to 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 high importance.

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

- 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 a clinical? 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 a clinical? Conduct a minimum of one site visit and one check-in call to ensure quality and appropriateness of placement.”

- 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 a clinical? 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 a clinical? 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 a clinical? 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 a clinical? Award academic credit to individual.”

- 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 a clinical? 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 clinicals provide the following: Recruit supervisors and mentors.”

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

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

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

“How important is it that employers engaged in clinicals 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 clinicals 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 clinicals 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 high importance.

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

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

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

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

“How important is it that employers engaged in clinicals 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 a clinicals 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 a clinicals 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 a clinicals receive the following: Reflect on experience and learning.”

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

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

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

Pre-apprenticeships:

Definition: Pre-apprenticeships are designed to prepare individuals to enter and succeed in an apprenticeship and ultimately a career. Pre-apprenticeship programs offer participants structured training opportunities to prepare them for entry into an Apprenticeship Program. Pre-apprentices learns basic technical and job-readiness skills. Pre-apprentices may be eligible for wraparound supports.

”Individual earns wages and/or academic credit and/or industry credential.”

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

“Individual increases knowledge of occupation, career field, and/or industry.”

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

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“Individual demonstrates growth in industry knowledge, technical skills required for an occupation, and essential skills (such as teamwork, communication, and accountability) according to assessments, reflections, portfolios, performance evaluations, and/or other tools.”

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

“Individual and employer have positive customer experience as evidenced in feedback and 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 pre-apprenticeships? 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 pre-apprenticeships? Ensure individual is prepared with regard to 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 high importance.

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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 pre-apprenticeships? Support supervisors and individual during WBL experience as primary point of contact.”

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

- 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 pre-apprenticeships? 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 pre-apprenticeships? Develop and ensure completion of supervisor and individual evaluations.”

- 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 pre-apprenticeships? 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 pre-apprenticeships? Award academic credit to individual.”

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“How important is it that organization serving individuals provide the following services for those engaged in pre-apprenticeships? 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.

This discussion will be continued at the next Committee meeting.

Idaho Apprenticeship Coalition Update

Idaho Department of Labor (IDOL)

Presenter: Ms. Robison

- Idaho Apprenticeship Month results - 26 proclamations and 3 sponsorship programs. List of events may be found at <https://www.apprenticeship.gov/national-apprenticeship-week>.
- Governor attended and signed in-person one of the proclamations at Boys and Girls Club.
- Team of 9 from the public sector attended conference in Sante Fe, NM. Take away – additional action steps identified to incorporate to current plan.

Idaho Business for Education (IBE)

Presenter: Ms. O'Toole

- 22 approved Apprenticeships to date.
- December strategic planning session take aways are very forward thinking thanks to the cooperation and contributions from the team.
- IBE has an inaugural high school enrolled, and they may begin employing high school students to work in designated elementary schools.

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Idaho Career & Technical Education (CTE)

Presenter: Ms. Hoeper

- CTE Grant moving forward, gaining traction, waiting on signatures to finalize.
- The last Coordinator position hired and starts Monday.

Idaho AFL-CIO

Presenter: Ms. Losh

- Apprenticeship Month well received, so much so, tours were added.
 - Engaged with both onsite applicants and follow-up applicants.
- Now begins readiness preparation for spring career fairs at high schools.

Motion by Ms. O'Toole to adjourn. Second by Mr. Gravette. Motion carried.

Adjourned at 1:53 p.m.

DRAFT