

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: Tuesday, April 5, 2022

Time: 1:00 PM – 2:00 PM

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

Guests: Elaine Zabriskie, Destinie Hart, Leslie Losh

Staff: Matthew Thomsen, Paige Nielebeck

Call to Order at 1:01 p.m.

Roll call – Quorum Met

Review Agenda – No changes to the agenda

Review February 1, 2022 and March 1, 2022 Meeting Minutes

Motion by Mr. Russ to approve the February 1 and March 1, 2022 meeting minutes as written. Second by Ms. Price. Motion carried.

Mentor Training Program – Update

The mentor training program is now live and available to anyone who wants to take it. The program was developed as an ASE Grant deliverable.

Ms. Zabriskie reviewed the mentor training apprenticeship page.

Under development is an apprentice mentee training. The substantial difference between the two trainings is the active learning skills module.

Discussion:

How do individuals login? Are identities of individuals being tracked?

- The username is the user's actual name or an email address. The identities of the mentees are being tracked but not the identities of the mentors.
- There is a login setup process to get mentees their usernames and passwords.

Are there data points being looked for to indicate of the program is successful?

- IDOL has a grant deliverable. Most of the data points are preset in the grant deliverables.
- Ms. Robison will look at the deliverables and report back to Mr. Gravette.

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

- The goal of creating the training program is to enhance the apprenticeship experience for both the mentor and the mentee. Some data will be collected during the compliance review portion of the apprenticeships. Mentors will also be continually providing feedback.

Work-Based Learning Survey Discussion Continued

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

Registered Apprenticeships – Continued

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

- High

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

- High

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

- High

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

- Low

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

- Low

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

- Low

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

- High

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

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

- High

“How important is it that employers engaged in registered apprenticeships 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.”

- High

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

- High

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

- High

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

- High

“How important is it that employers engaged in registered apprenticeships 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.”

- High

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

- High

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

- High

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

- High

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

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

- High

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

- High

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

- High

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

- High

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

- High

Youth Apprenticeships

Definition – Mr. Thomsen reviewed the example definitions. Please see attached document.

- The Committee would like Mr. Thomsen to adapt the USDOL definition.
- The Registered Apprenticeship programs for high school age youth (16-17 years-old) students that combine academic and technical classroom instruction with work experience through a Registered Apprenticeship Program (RAP). It provides the foundation for students to choose among multiple pathways after high school – to enroll in college, continue with to enter an apprenticeship program, begin alternative full-time employment, or a combination.

“Please rank the importance of each outcome for youth apprenticeship. Individual earns wages and/or academic credit and/or industry credential.”

- High

“Please rank the importance of each outcome for youth apprenticeship. Individual increases knowledge of occupation, career field, and/or industry.”

- High

“Please rank the importance of each outcome for youth apprenticeship. Individual is provided with opportunities for networking within the organization and/or industry.”

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

- Medium

“Please rank the importance of each outcome for youth apprenticeship. 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.”

- High

“Please rank the importance of each outcome for youth apprenticeship. Individual and employer have positive customer experience as evidenced in feedback and evaluations.”

- High

“How important is it that organization serving individuals provide the following services for those engaged in youth 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.”

- High

“How important is it that organization serving individuals provide the following services for those engaged in youth 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.”

- High

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

- High

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

- High

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

- High

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

- High

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

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

- Low

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

- Low

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

- Low

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

- High

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

- High

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

- High

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

- High

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

- High

“How important is it that employers engaged in youth apprenticeship 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.”

- High

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

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

- Low

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

- High

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

- Medium

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

- High

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

- High

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

- High

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

- Low

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

- High

Idaho Apprenticeship Coalition Update

Due to time constraints this item will be discussed at the next meeting.

Motion by Ms. Fletcher to adjourn. Second by Ms. Price. Motion carried.

Adjourned at 2:06 p.m.