

**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 Minutes**

**Date:** Tuesday, January 4, 2022

**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, Leslie Losh

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

**Call to Order at 1:00 p.m.**

**Roll call** - Quorum met

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

#### **November 2, 2021 Meeting Minutes Review**

**Motion by Ms. O'Toole to approve the November 2, 2021 Meeting Minutes as written. Second by Ms. Hoepfer. Motion carried.**

#### **December 7, 2021 Meeting Minutes Review**

**Motion by Ms. O'Toole to approve the December 7, 2021 Meeting Minutes as written. Second by Ms. Hoepfer. Motion carried.**

#### **Work-Based Learning Survey Discussion Continued**

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

#### **On-the-Job Training (OJT)**

"Definition: An experience where an individual, who may or may not be an employee, receives one-on-one training located at job site or office by a supervisor/mentor. The employer determines the skills/competencies and how they are measured. In certain cases, OJT may be referred to as Subsidized Employment if the employer receives a subsidy from federal, state or other public funds to offset some or all of the wages and costs of training the individual. The individual is paid wages and receives the same benefits as any other employee doing similar work."

- The committee accepted the definition as stated above.

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“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 medium 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.

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

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

- 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 on-the-job training? 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 on-the-job training 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 an on-the-job training receive the following: Complete WBL evaluation.”

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

### **Apprenticeship: (note – this is “apprenticeship”, not “Registered Apprenticeship”)**

“Definition: A combination of on-the-job training (OJT) and related classroom instruction under the supervision of a skilled mentor in which the apprentice learns the practical and theoretical aspects of a highly skilled occupation. Typically, wage gains are provided based on time and/or competency and the program may result in industry recognized credential(s).”

- The committee accepted the definition as stated above.

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

Discussion: Apprentice always an employee and receives wages.

- 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 medium 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.

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

- 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 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.

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

- 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 employers engaged in apprenticeships provide the following: Verify that individual meets all safety regulations and labor laws.”

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

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

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

- 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

- Number of enrolled Registered Sponsors in October, November, and December 2021 were 5, 3, and 5, respectively.

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- Mentor Training system completed; final version being sent to Coalition members for beta testing.
- State Apprenticeship Expansion, Equity and Innovation Grant necessitated four new positions to be hired, one position is filled to-date.

### Idaho Business for Education (IBE)

Presenter: Ms. O'Toole

- December strategic planning meeting finalized mission statement and identified four focus areas.
  - Four focus areas: Create an active, real-time communication system for stakeholders; establish stakeholder training for a success pathway for stakeholders; build stakeholder buy-in by answering the driver "What's in it for me?"; and boost participation by exhibiting to stakeholders a sustainable and inclusive program.
- 2021 numbers: 36 apprentices and 22 employers enrolled in Youth Apprentice Program; intentional paradigm shift to find employers that can accommodate more than one apprentice at a time.
- Boundary School District is the first to hire high school students to work in designated elementary schools.

### Idaho Career & Technical Education (CTE)

Presenter: Ms. Hoeper

- New hire to back fill Federal Grant Coordinator position.
- Multiple college Coordinator positions open.

### Idaho AFL-CIO

Presenter: Ms. Losh

- 2021 Q4 results: 152 placements starting in February programs.
- Eastern Idaho actively designing a women-specific outreach presentation to be introduced to multiple regions in the springtime - an introductory presentation on trades and skills not traditionally chosen by women.
- November 15 & 16<sup>th</sup> Pacific Northwest Conference scheduled at Riverside Hotel, Boise.
- Professional writer engaged to write Apprenticeship centric articles in collaboration with other agencies.

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

**Adjourned at 1:59 p.m.**