Employer Engagement Committee
Meeting Minutes
December 4, 2018

The Employer Engagement Committee Meeting was called to order at 5:35 p.m. by Cary Robbins.

NAME	PRESENT (Oglesby)	PRESENT (Sterling)	ABSENT	NAME	PRESENT (Oglesby)	PRESENT (Sterling)	ABSENT
Jim Andreoni	X			Barbara Majeski			X
Mary Boogemans			X	Lisa McCarthy			X
Linda Burt			X	Dave Mennie			X
Debbie Clausen	X			Kris Noble		X	
Jerry Corcoran			X	Cary Robbins		X	
Mike Dean			X	Amy Strawn	X		
Patty Head		X		James Weed			X
Deana Jones			X	Robert White		X	
Kevin Lindeman			X				

OTHERS PRESENT (IVCC): Dianna Schuler, Tim Harmon, and Becky Harmon

OTHERS PRESENT (Sterling): Pam Furlan, Ronda Kliman, and Tammy Nehrkorn

Business Meeting

Approval of Minutes

Debbie Clausen made the motion to approve the summary from the October meeting. Jim Andreoni second the motion. Motion carried.

Apprenticeship Intermediary

Ronda Kliman from the Office of Apprenticeships, US Department of Labor, did a presentation on the development and flexibility of registered apprenticeship programs. She reviewed with the committee the 5 core components of a registered apprenticeship: employer involvement, structured on-the-job training, related training instruction, monetary rewards for skills gain, and the DOL national credential at the completion of the program. Ronda covered the benefits of apprenticeship programs to job seeker, employers, the workforce system, and educational institutions. She covered the 3 models of traditional (OJT and Instruction at the same time), front loaded (instruction first followed by OJT), and segmented (instruction, OJT, more instruction, more OJT) apprenticeships and informed the group that they are designed to be flexible in order to meet the needs of the employers. Finally, Ronda covered the development process in establishing a registered program: contact DOL Office of Apprenticeships, develop the program, program review and approval, registration of the program (the final standards), and launching the program.

Following Ronda's presentation discussion was held on the difference between an intermediary and a sponsor. Pam stated that a few months back the committee had discussed becoming a sponsor of an apprenticeship program and that there were questions and concerns about it. She stated that they discussed becoming an intermediary as well and that a number of other workforce areas have already been approved by DOL as program sponsors. Ronda clarified that, for the Department of Labor, an intermediary is a community based entity that hold the standards. She went on to state that they can be a

part of a system as well that supports this type of pipeline development. Pam ask what the real difference is between sponsor and intermediary and Ronda replied that the role is the same.

A question was raised about grants being offered for the expansion of apprenticeships. Ronda responded by saying that there have been grants released to the states for that purpose. That when the state received those funds the state released a Notice of Funding Opportunity (NOFO). She added that there are parameters attached to those grants that the state has to follow. Kris Knoble stated that getting access to those grants is difficult. Pam asked if it would be easier to access those funds if the workforce board were the sponsor, to push beyond the obstacles Kris was talking about. Ronda stated that this question would best be asked of the state. Kris asked if it was possible for the board to set up the structure so that the pieces are in place. Ronda stated that what would help would be having the administration of the program already set up. Pam stated that by the board being a sponsor we could streamline the process for employers.

Pam asked the committee what their original concerns were in becoming an intermediary/sponsor. Dianna stated that she checked the minutes for that meeting and the concern was the committee to oversee a program. Ronda suggested that an Advisory Committee, which could be a branch of the business services team, could be appropriate. That their role would be to give input on where to focus. She stated that each employer could identify their own wage rate and that this information would be privy to only the committee. A question was asked about the grants that Kris had mention and what their intent was. Dianna stated that she had attended one of the NOFO meetings and that the funds were for pilot projects to lay the groundwork for expanding registered apprenticeships. She stated that there was no money available to subsidize current apprenticeship project in the private sector.

Dianna stated that another concern that was expressed previously was the evaluation of the OJT portion of a program. Dianna reminded members that at the time they were talking specifically about Certified Medical Assistant. She stated that the benchmarks for that type of program already exists through clinical requirements as well as the requirement established by the national organization that certifies them. Patty asked who would be responsible for monitoring that employers are doing what they are supposed to do and that apprentices are progressing. Ronda stated that an Apprenticeship Coordinator would need to be assigned to work with the employers and to provide the checks to make sure the program infrastructure is maintained. The sponsor would identify who the coordinator would be.

Dianna stated that originally the topic of sponsoring an apprenticeship program came up to address the need for Certified Medical Assistants. She stated, again, that the concerns that have been brought up are addressed by the national association that certifies the assistants. That in order to sit for the test for the national credential certain benchmarks have to be met. She stated that at this point the committee needs to decide if they want to move forwarding in working with IVCC to establish a CMA Apprenticeship Program. Jim made the motion to move forward with becoming a sponsor of a CMA Registered Apprenticeship Program. Patty second the motion. Motion carried.

Talent Pipeline Project

Tim Harmon reviewed a PowerPoint handout on what Workforce Enterprise Services (WES) has already done in the development of a universal pipeline template. Tim stated that it outlines the process for doing rapid pipeline development that is customized to our rural area. He reminded members that the project is a 2 phase project: phase 1 the development of the template, phase 2 implementation of a pilot project and improvement on design. Time stated that we are in the middle of phase 1 right now.

Tim stated that he and Becky (Harmon) interviewed 32 stakeholders from across the workforce area. These individuals represent employers, business and industry professionals, elected officials, college staff, development directors, and high school teachers. He went on to say that a lot is already being done in the area and that almost all of those interviewed were already involved is a pipeline development of some type. Therefore, he said the key is to build on what has already been done and that the process that WES is designing will do just that. Tim stated the model he and Becky are creating will be different than traditional models, which center around a high concentration of a specific type of business in a limited geographical area, and reviewed the main differences. He stated that the model being created will focus on working with smaller numbers of employers to identify specific talent needs and solutions. It will focus on solutions that can be implemented reasonably quickly. It will leverage existing career pathway programs and work-based learning over new program development. It will be action based by learning what employers need based on what employers are willing to invest in. And, it will capture key data points along the way so new projects will benefit from what has been learned. Becky added that while there is a lot being done there isn't a lot of tracking being done. Capturing those key data elements will be an important part of the project.

Tim reviewed the actual steps that would take place in working with employers to determine if a rapid talent pipeline approach was appropriate for their needs. Those steps include identification of potential employer and making initial visits with them. Analyzing skill needs of those employers and talent pipeline options. Developing a pipeline proposal and obtaining employer approval of that proposal. Implementing the plan and collect results. Finally, reviewing and evaluating the pipeline implementation and making changes where necessary. Tim also asked the committee members, as homework, to think about and answer the 3 questions at the end of the PowerPoint presentation: 1) What questions do you have about the proposed process? 2) What concerns do you have about the proposed process? 3) What do you think will be the main challenges we would encounter in implementing the process? Pam would also like to know who would be a good partner to assume some of the responsibility in helping us implement the process. For example, who could help us get into the schools? Dianna will send the PowerPoint out to committee members and will include special instruction about what Tim and Becky are looking for as an answer to question #3. Dianna will include Tim and Becky's email addresses when she sends it out with instructions to reply directly to Tim and Becky.

Business Services Report

Dianna provided the handout on business services activity for the previous 2 months and year to date activity. Handout was for informational purposes.

Hiring and Retention Survey Report Strategies

Dianna reported that at a previous meeting she was asked to put together some recommendations, in consultation with the business services team, to address the concerns from the hiring and retention survey. Dianna stated that the primary recommendation is to begin a more concerted effort on addressing retention skills. She stated that, along with our partners, we are already doing a great deal in the way of job seeking workshops. The business services team felt it was important to now turn attention to retention. She asked the committee to approve the use of our soft skills material, in partnership with our Core Partners, to incorporate into workshops that already exist. This would be in addition to offering it to area businesses as a fee for service. Jim Andreoni made the motion to approve this recommendation. Carry Robins second the motion. Motion carried.

Other Business

None

Public Comments

None

Adjournment

With there being no further business motion to adjourn was made by Jim Andreoni. Motion was seconded by Cary Robbins and carried. Meeting adjourned at 6:56 p.m.

Dianna Schuler