

Department of Workforce Development  
Employment and Training Division  
Bureau of Apprenticeship Standards  
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Scott Walker, Governor  
Reginald J. Newson, Secretary  
Scott Jansen, Division Administrator

February 23, 2015

TO: State Insulation Worker (Heat & Frost) Apprenticeship Advisory Committee  
Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards  
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SUBJECT: **State Insulation Worker (Heat & Frost) Apprenticeship Advisory Committee meeting**

DATE: Monday, March 16, 2015

TIME: 10:00 a.m.

PLACE: WTCS Foundation  
One Foundation Circle (*end of Uniek Dr.*)  
Wauwaukee, WI

#### TENTATIVE AGENDA

1. Call meeting to order.
2. Introduce attendees and distribute sign-in sheet.
3. Approve minutes of previous meeting.
4. **Old Business**
  - a. Review follow-up items from previous meeting:
    - i. New member
    - ii. Approved revisions to Special Provisions
    - iii. Proposed revisions to work processes
    - iv. Invitation to Youth Apprenticeship staff
    - v. Outreach to "feeder" programs
  - b. Review roster.
  - c. **For action:** approve proposed revisions to work processes
  - d. Apprenticeship Completion Award Program
  - e. WI Apprenticeship Summit
  - f. American Apprenticeship Grant
  - g. Other

5. **New Business**

- a. Guest presentation by DWD Youth Apprenticeship Staff (*invited*)
- b. Applicant testing
- c. Other

6. Review program participants.

7. Select next meeting date.

8. Adjourn.