

Minutes of the

APPRENTICESHIP ADVISORY COUNCIL

Advisory to DWD, Bureau of Apprenticeship Standards
and
Wisconsin Technical College System Board

Madison Concourse Hotel, 1 W Dayton Street, Madison, WI
University Rooms A & B
Wednesday, December 1, 2010

MEMBERS PRESENT

Wayne Belanger	Brent Kindred	Robert Riberich
Earl Buford	Mike Lewin	Susan Scaffidi
Gert Grohmann	Marcie Marquardt	Clay Tschillard
Terry Hayden	John Metcalf	Marge Wood

MEMBERS EXCUSED

Henry Hurt	Ben Rodriguez	Ron Splan
David Newby		

CONSULTANTS AND GUESTS

Jose Bucio	Wisconsin State AFL-CIO
Scott Hamilton	LU 75
Ken Moore	DWD-DET-Bur App Standards
Karen Morgan	DWD-DET Bur App Standards
Steve Roberts	DWD-DET Bur App Standards
Owen Smith	DWD-DET Bur App Standards
Joe Weisling	SEWCTC
Kathy Wellington	DWD-DET-Bur App Standards

Welcome, Introductions and Check-In

Co-chair Riberich welcomed members and proposed that the DPI update be moved to 3rd on the agenda, immediately following approval of minutes, so that Mr. Kindred could meet other scheduled obligations. Hearing no objection, the agenda was adjusted accordingly.

During introductions, it was noted that Mr. Kindred was recently elected as Wisconsin State Director of Skills USA and Mr. Buford was recently appointed to the AGC of America Workforce Committee. Congratulations were issued all around. Mr. Riberich welcomed Ms. Scaffidi to the meeting, noting that her participation and input was missed during her recovery.

Approval of Minutes

Co-chair. Riberich referred members to the minutes of the July 28, 2010 Council meeting, which were included in the meeting packet. Ms. Wood noted that she was excused from the July 28, 2010 meeting, rather than absent as marked. Motion by Tschillard, second by Wood to approve the minutes of the July 28, 2010 Council meeting, with the change denoting Ms. Wood as excused from the July 28, 2010 meeting. Motion passed.

DPI Update:

Mr. Kindred provided two handouts and reviewed each with those present. Mr. Kindred provided the following information in response to member questions:

- There are 424 school districts in Wisconsin.
 - This is not the number of high schools.
 - This does not include private or parochial, because they do not receive Carl Perkins funding.
- Received a \$258,500 grant for FY10.
 - Northcentral Technical College
 - Targets a rural (Spencer), urban (Wausau) and suburban (DC Everest) school
 - DPI working with schools to build this pilot
 - Goal is to get more young people into the pipeline

Members were encouraged to contact Mr. Kindred with questions or concerns.

Apprenticeship and Green Jobs - Status Report

Members heard a presentation by BAS staff Steve Roberts and Owen Smith on the Sector Alliance for the Green Economy (SAGE) grant.

SAGE Local Plans: Mr. Roberts began the presentation, taking members through a series of powerpoint slides about the "local planning" aspect of the SAGE grant. He informed the members that the SAGE team had reviewed 6 of 7 local SAGE team planning documents, which will all likely be approved with minor adjustments. Members were given a review of the submitted plans, after which Mr. Roberts noted that the Northland Works region plan has not yet been reviewed and may be further delayed to due changed in the WDB leadership in that area. He stated that contracts with the local SAGE teams will be made in January.

Mr. Smith reminded members that SAGE's "greening" activities will occur in three sectors, Energy Efficiency, Manufacturing and Smart Grid. He noted that the SAGE grant will result in a few new apprenticeship programs, but will mostly update existing programs through the incorporation of greener training. He reviewed the SAGE timeline, providing participation information and implementation details for each trade. His review directed members to two stages of implementation, which he identified as "greening phase" and "enrollment phase."

Members discussed sponsorship for the substation electrician and energy auditor programs. Ms. Morgan stated that they would be sponsored using the same structure as a service trade, with individuals being registered with the employer, unless an approvable entity wishes to form a committee structure. She stated that a committee structure is often preferable when programs are forming. She cited, as an example, a new Grazier program in which a non-profit member organization (GrassWorks) received federal funding through the National Institute for Food and Farming to begin an apprenticeship program. Rather than follow a sole-sponsor model, they have adopted the model used by construction programs. Grazier apprentices will be sponsored by a committee and assigned to different farms during the apprenticeship period, so that the apprentice can receive the full range of training in the trade.

Considerable discussion followed, with BAS staff providing the following information in response to questions:

- The weatherization installer program will focus solely on residential, but no activity has begun for this program. BAS staff are still working on leveraged funding details with the Department of Administration.

- The wastewater treatment plant operator program is being developed, with an industry focus group meeting scheduled for December 15, 2010. The Milwaukee DACUM was used as a springboard for this development. BAS is partnering with the Department of Natural Resources on development and implementation. DNR is promulgating rules and will include WWTPPO in the rule. The completed program is non-proprietary and will be available to both public and private.
- It was necessary to re-confirm, and sometimes adjust, the curriculum and equipment that was identified in the submitted grant because of the year-long lag between grant receipt and ability of BAS to fill the SAGE positions.
- Is it too late for trades to request SAGE funding? SAGE funds have all been allocated, but not expended. If allocated funds become newly available, a request for funding may be considered. BAS has already received requests from the bricklayers and the carpenters.
- BAS is working with the Office of Energy Independence (OEI) and will use SAGE funding to support training upgrades relating to \$600,000 in OEI infrastructure grants and the industrial sector.
- SAGE staff have contacted all GROW regions with request to present and partner with them on SAGE program activity. To date, only Southcentral WDB has scheduled a presentation.
- SAGE enrollment can occur at one of three junctures:
 - For new apprentices, enrollment occurs at time of apprentice registration, if the apprentice registers into a trade program that has already incorporated SAGE-funded training components, such as curriculum upgrades or equipment.
 - For existing apprentices, enrollment occurs at the time the trade program fully incorporates SAGE-funded training components, so long as the apprentice will not complete prior to receiving the SAGE-funded training component(s).
 - For journeyworkers, enrollment occurs at the time of participation in SAGE-funded training.
- SAGE participation numbers will be reported in a manner that allows tracking by trade and sponsor.

Sub-Committee Reports:

Co-chair Riberich called for the subcommittee reports.

Equal Access Sub-Committee: Mr. Belanger presented the Equal Access Sub-Committee report. He reported that the sub-committee had met three (3) times since the last Council meeting; August 12, October 1, and October 29.

Apprentice Orientation Handbook

He informed members that a mock Orientation Session was held with the Apprentice Coordinators on Thursday, July 29, using the final version of the Apprentice Orientation Handbook. Ms. Morgan, Mr. Tschillard and Ms. Mary Watrud presented the session, with the coordinators participating as the "apprentice" audience. Overall, there was very positive feedback regarding the session.

In addition, the Orientation Session was piloted during an actual orientation session held by Mr. Tschillard for incoming electrical apprentices. Mr. Belanger stated that the reviews at this session were not positive. He reported that the Equal Access Sub-Committee is presently reviewing suggestions for improvement and is examining the instructor notes to rework the delivery of the session. Mr. Tschillard stated that the negative responses seemed to stem from duplication on the part of the presenters, rather than from the material

itself. He recommended that any additional piloting include a presenter's training first, so that the audience doesn't have to hear the same message, given many times, by multiple people. Mr. Belanger confirmed that the sub-committee's intention is to re-pilot the Orientation session.

Ms. Wood stated that WIDS will keep the document on their books if the final printing will occur prior to June 30, 2011. Ms. Morgan noted the date and confirmed this was the intention.

Tool Box Talks

Mr. Belanger referred members to the latest drafts of the "Tool Box" topics in the meeting packet, requesting that member feedback be directed to Ms. Morgan or a member of the committee. Mr. Buford stated that they would like to begin using the Tool Box handouts in their preparatory classes when they become available.

Ms. Morgan stated that the committee plans to include the Tool Box series within a larger employer toolkit that will be known as "Building a Winning Workforce." She stated that the toolbox series focus on apprenticeship issues and are not just for construction. She acknowledged they may be viewed that way because the use of a "toolbox talk" tool is prevalent in the construction industry.

Mr. Belanger urged members to review the series and provide feedback, especially as related to sole sponsor programs.

Informational Sub-Committee:

Ms. Morgan provided new Toolbox Talk handouts, instructing members to dispose of those provided in the member packet. Ms. Marquardt reported that the Informational Sub-Committee met seven (7) times since the last Advisory Council meeting; August 13, September 1, September 10, October 6, October 22, October 26, and November 18, 2010.

Rule Change: DWD 295

Ms. Marquardt reported that DWD 295 went through passive review and editing by the Rules Clearinghouse. She reported that it was published on 11/30/2010, is effective December 1, 2010 and will be implemented by DWD/Bureau of Apprenticeship Standards on January 3, 2011.

After noting that Ms. Morgan had presented the changes to all state committees, she turned the report over to Ms. Morgan, who presented, for a final time, the changes to the Council. Ms. Morgan used a powerpoint presentation to guide the review and noted that the electronic presentation was available for anyone wishing a copy. During the review, Ms Morgan responded to questions and comments with the following perspectives:

- The federal revisions clearly assert a new authority for USDOL over SAC states. Definitions are required to be accepted carte blanche. Data reporting to UDSOL, previously simply stick counts, will be comprehensive.
- Completions will be uniformly calculated by all states.
- Wisconsin's law pre-dates the federal apprenticeship law. Thus, Wisconsin law differs greatly in structure and language. Wisconsin will have to justify every everything that is viewed to be non-conforming to CFR 29.29.

Ms. Morgan stated that the Department of Workforce Development will submit WI Stats 106 and DWD 295 to USDOL's Office of Apprenticeship, including a cover letter from Secretary Gassman and all required documentation.

Ms. Morgan reported that Council member terms are expiring. She anticipates re-nomination of current members, along with new members to fulfill required membership representation.

Wisconsin Apprenticeship Manual Updates

Ms. Marquardt reported that the Informational Sub-Committee completed review of the Apprenticeship Manual and recommends approval by the full Council, with ability to make minor grammatical and formatting changes.

Ms. Morgan stated that the Manual was scheduled for printing during the week of December 6th. She noted that the Manual now includes definitions and follows the structure of DWD 295 for ease of use. Ms. Morgan reviewed the Manual, chapter by chapter. Following review, Ms. Morgan responded to questions, stating that:

- A sponsor who has not trained in the past five years will be required to serve a provisional registration period.
- Provisional status exists for a full training cycle - a successful completion is the requirement.
- Provision registration is conferred via letter to the sponsor, not via certificate.
- Most SAC states are not issuing Interim Credentials for competency or hybrid programs. Wisconsin will issue them and is in the midst of defining system requirements to do so.
- Part-time instructors of night-school are required to meet instructor requirements if they are teaching core curriculum and are not a WTCS instructor.
- Electronic media means that delivery is primarily delivered electronically, it does not mean that any portion is delivered electronically.

Mr. Grohmann inquired about feedback, given the upcoming holidays and short timeframe for submission. Ms. Morgan requested that feedback be submitted to BAS by December 3, 2010. Co-chair Riberich inquired about the process if the feedback includes substantial changes to the Manual as written. Ms. Morgan stated that substantial changes to content would require additional approval by the Council prior to submission.

Motion by Mr. Grohmann, Second by Ms. Marquardt, to approve the Wisconsin Apprenticeship Manual as written, allowing for minor grammatical, formatting or clarifying edits to be made by BAS upon review or stemming from Council feedback. Motion passed.
The Council broke for lunch. Upon return, Co-chair Hayden assumed chair duties.

LAB Audit Results and Activities:

Ms. Morgan referred members to the LAB audit report and the Department's response, which were included in the meeting packet. She first reviewed the audit report, noting that it found the following:

- Many eligible minorities and women are unable to find apprenticeships.
- DWD's oversight of local trade committees needs improvement.
- DWD did not decide appeals of apprenticeship contract cancellations in a timely manner.
- Additional efforts are needed to enforce an Executive Order requiring apprentices on state construction projects.

Ms. Morgan stated that the audit report included recommendations for DWD to report to the Joint Legislative Audit Committee by December 1, 2010, on:

- the cost of centrally tracking and reporting, by race and gender, on the number of individuals who apply for apprenticeships and the number who are determined to be eligible for them;

- its efforts to strengthen oversight of local trade committees by requiring each committee, at least every five years, to submit an affirmative action plan that contains specific activities; by sanctioning committees that are found to be noncompliant with their plans; and by standardizing how it handles allegations of discrimination that arise during appeals; and
- its efforts to improve compliance with Executive Order 108.

She stated that the report also recommended that DWD modify its procedures to specify that apprentices are allowed 180 days to file discrimination complaints, as required by administrative rules.

Ms. Morgan then reviewed the Department's response and noted that it was submitted to the Joint Legislative Audit Committee on time and as requested, summarized as follows:

- provided copy and overview of Milwaukee-area mentoring grant for minority apprentices;
- reviewed revised process for complaint and appeal resolution; and
- reviewed proposed applicant tracking.

Ms. Morgan encouraged members to share the materials and documents with their committees.

EO108 Update:

Ms. Wellington reported that BAS has been working since March, 2010 with the Departments of Administration and Transportation on restructuring the way all three agencies work in regard to administration of Executive Order #108. She noted that the audit required DWD to continue the workgroup's efforts. Ms. Wellington presented the new workflow to members, responding to questions throughout the presentation and highlighting the following in her review:

- The Departments of Administration and Transportation (DOA/DOT) will, in January, 2011, assume the role of informing bidders and contractors of the EO108 requirements. She pointed out that this remedies a flaw in the current system which results in contractors frequently being in the middle of a contract before they become aware of the apprentice utilization requirements.
- Compliance will be required prior to contract award and will be confirmed by DOA and DOT, the agencies that hold the contracts.
- DWD will provide real-time apprentice information to DOA and DOT via shared systems access and staff contacts.
- DWD will determine compliance for contractors who are the job without a DOA or DOT contract determination.

100th Anniversary - Steering Committee Update:

Co-chair Hayden reminded members that Wisconsin apprenticeship will celebrate a milestone in 2011, the 100th anniversary of the nation's first apprenticeship law. He asked Ms. Morgan to provide an update of the activities and planning currently underway on behalf of the Council.

Ms. Morgan reminded members that the 2011 Biennial Apprenticeship Conference will have a grander purpose and scope. It will serve as both a stakeholder conference and a celebration of the 100th anniversary of Wisconsin apprenticeship. She gave members an official conference folder, along with a sponsorship flyer. Her report noted the following:

- BAS has a large supply of official conference folders, members wanting more should contact Karen directly.

- The Steering Committee is meeting regularly and conference planning is fully underway.
- A Planning Guidance document and Google group site is used by the Steering Committee as a repository. Members who would like access to this site should email Kathy Wellington at kathy.wellington@dwd.wisconsin.gov.
- Decade leads have been selected and are conducting the research that will result in artifacts, information and photographs for the historical exposition.
- DWD has commissioned an historical DVD to depict apprenticeship in Wisconsin from 1911 through today.
- The Steering Committee is considering Honorary Chairs for the conference and plans to select dignitaries who represent the apprenticeship partnership: government, education and industry.
- Two specialty rooms are being considered: Emerald City will highlight green efforts and Gems of Apprenticeship will highlight diversity efforts.
- Fiscal agency has not yet been confirmed.
- Several keynote speakers are being considered but have not yet been confirmed.
- DWD's communications department has volunteered to assist with pre-conference communications and marketing.

Ms. Morgan stated that there is much work to be done. She stated that sponsorship must be confirmed very soon so that the conference budget can be established. She requested that questions or offers of assistance be directed to her.

WTCS Update:

Ms. Wood provided a brief report, which included:

- Review of Career Pathways calendar handout; discussion included member concerns that Milwaukee is disconnected with Career Pathways. Members noted that AGC has had success at MPS.
- Reviewed website, pointing out 84 apprenticeship links.

Office of Apprenticeship Update:

Ms. Morgan provided the report on behalf of Mary Harrington, USDOL/OA. She referred members to the USDOL Annual Report in the meeting packet, encouraging members to read the report in order to see what USDOL finds interesting.

Statistics:

Ms. Morgan reviewed the apprenticeship statistics handout from the meeting packet.

Old Business:

None

New Business:

Co-chair Hayden reported on the Veterans In Piping program, noting that the program is designed to provide entry training and advanced standing to Veterans who will enter a pipe trade apprenticeship. He reported that he was a participant in the recent MOU signing at Camp Williams, Wisconsin and noted the following:

- VIP, started by the United Association (UA) offers Veterans specialized training and guaranteed placement into careers in the construction industry.
- Graduated from the UA VIP program are assured job security with good wages and excellent benefits throughout their career.
- VIP began two years ago at Camp Pendleton, California.
- Wisconsin is the third VIP site; training will begin the month of January, 2011.
- Placement is guaranteed, but can be anywhere in the United States.

- In many states, graduates come out with 6 or 7 welding certificates; many types of welding are taught.
- Details of "direct entry" in Wisconsin are still being worked out. At present, advanced standing is granted.

Mr. Tschillard announced that the State Electrical Committee has enacted the following requirement: For all apprentice completions after 7/31/2011, any construction electrician apprentice must pass the state exam in order to successfully complete the apprenticeship. Ms. Morgan stated that BAS will conduct a mass mailing to all affected apprentices to make them aware of the new requirements and inform them of the process.

Ms. Morgan asked the Council if they want to have a more formal method of getting and giving information to the State Committees. She suggested a state committee report as a possible mechanism for this. Co-chair Riberich stated that would be fine if there is significant information or news to report. No action was taken.

Next Council Meeting:

The next Council meeting was scheduled for Wednesday, February 23, 2011, to be held in Madison, Wisconsin at a location yet to be determined.

Adjourn

Co-chair Hayden asked if there were any other business to come before the committee. Hearing none, he called for a motion to adjourn. Motion by Mr. Buford, Second by Mr. Lewin, to adjourn. Motion passed.

Respectfully submitted by
Kathy Wellington, Recorder