

**State Glazing Apprenticeship Advisory Committee  
Wednesday, April 9, 2014**

**APPROVED Minutes**

WTCS Foundation  
One Foundation Circle  
Waunakee, WI

<b>Members Present</b>	<b>Employer / Organization</b>
Allen, Joel (Co-Chair)	IUPAT DC7
Sheskey, Mark (Co-Chair)	Lake City Glass

<b>Members Absent</b>	<b>Employer / Organization</b>
Jazdzewski, Joe	IUPAT DC7
Tepolt, Lisa	H.J. Martin & Sons

<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Holmes, Adam	IUPAT DC7
Morgan, Karen	Bureau of Apprenticeship Standards, Director
Loeffelholz, Andrea	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards

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1. The meeting was called to order at 10:04 a.m. by Joel Allen, Committee Co-chair, in conformity with the Wisconsin Open Meeting Law.
  2. A roll call was conducted and a sign-in sheet was circulated. There was not a quorum. A brief, general discussion followed on whether to increase the size of the Committee and how, given the Committee's history of low membership and low attendance.  

**Action:** BAS Director Karen Morgan modified the quorum ratio from 2:2 to 1:1, in order to proceed with business items.
  3. The minutes of the September 16, 2013, and October 14, 2013, meetings were reviewed and approved as written.

#### **4. Old Business**

##### **a. Follow-up Items from previous meetings**

Owen Smith reviewed the status of follow-up items from the previous meeting. All items were completed except for two, which will be carried over to the 2014 fall meeting:

- i. BAS will ask the DWD Office of Economic Advisors for a graphic of wages by county or region in WI
- ii. BAS will recruit additional employer and employee members. Joel Allen will assist.

##### **b. Roster review**

Members reviewed the current roster. The Committee has four active members: two employer representatives and two employee representatives. All contact information listed is current and accurate.

##### **c. Update on Implementation of Hybrid Program**

Joel Allen and Adam Holmes reported that the program has eight active apprentices, one of which is contracted under the new hybrid program. The only challenge is that apprentices from both programs, hybrid and time-based, are in the same class. However, as more hybrid apprentices register, the time-based program will be phased out.

##### **d. For action: Review and Approval of Glazing Job Book**

The Committee discussed several aspects of the Job Book, including content, distribution, format, and how the applicability of competencies.

Owen Smith explained that he reformatted the original version from the International for greater readability; added assessment ratings for each duty and task; and added boiler plate language on the purpose of the book and how its content aligns with the Apprentice Contract.

A general discussion followed on what to do with the traditional time-based program. Karen Morgan stated that state and local committees could create a policy to switch apprentices who registered recently in the time-based program into the hybrid program. Rather have BAS redo the Apprentice Contract, the State Committee create a policy that would require the apprentice to complete the Job Book. Regardless of the program model, the employer and apprentice must still record work hours. Joel Allen favored the idea, but proposed postponing the discussion until IUPAT can host a joint labor-management meeting to make all employers and apprentices aware of the hybrid model and its implications on their work lives.

A general discussion followed on the potential difficulty contractors might have training apprentices to all required competencies due to growth in the trade and applicants that cannot perform the work. Members cited a historical example of a major project that required a certain percentage of female apprentices by law, but the apprentices were not capable of performing the work. Karen Morgan advised that, if that were to occur again, local committees could set up extra training for the apprentices. The greater potential for difficulty lies in graduating apprentices who know only half the work, because they are then unemployable.

Members expressed concern that employers might sign-off apprentices who are not competent. Karen Morgan stated that the employer is responsible for ensuring that the apprentice receives training in all of the competencies. If members are concerned that many employers may not be able to satisfy all of the competencies, the Committee could decide to make more competencies optional.

**Follow-up:** As a result of these discussions, the Committee, will do the following, with Joel Allen as the point of contact:

- i. Review whether additional competencies should be marked as Optional
- ii. Identify activities in each competency for which it would suffice for the apprentice to be rated as "remedial," and a "skilled" assessment would be mandatory for the others
- iii. Insert additional lines for assessor signatures

The Committee gave its permission for the Bureau to print the Job Book after the edits are incorporated.

#### **e. Apprenticeship Awareness Toolkit**

Owen Smith walked members through the Apprenticeship Awareness Toolkit website, a one-stop resource on Apprenticeship for high school guidance counselors, teachers and staff to assist their raising awareness of registered apprenticeship among high school students and parents.

The website was created and is administered by the Department of Public Instruction.

Key content includes:

- An explanation of registered apprenticeship as well as a separate explanation of youth apprenticeship, which explicitly states it is "not the same as [registered] apprenticeship."
- Apprenticeship Salary Chart, a downloadable document that compares the potential earning of an apprentice to an individual on a four-year degree program
- Educator How to Sheet, which advises educators on classroom strategies for engaging students about apprenticeship, such as inviting industry representatives as guest speakers
- Apprenticeship Promotional Flyers, five versions, one per audience, communicate three central points to parents, educators, students, and more: apprentices earn a good wage without incurring student debt; they earn college credit, and they earn nationally recognized credentials.
- Sample Apprenticeship Pathway Program of Study, which outlines how high school general education courses and specific electives prepare students for potential apprenticeships in different economic sectors, such as manufacturing

Owen reminded members that the Toolkit is an organic, living website that is to be updated with new material as stakeholders see fit. He asked the Committee whether it preferred to publish additional material to the site.

A general discussion on the current and potential content followed. Members agreed that they would like the site to include a link to the Glazier trade.

**Follow-up:** Joel Allen will email a link to a description of the Glazier trade to BAS to include on the Toolkit website.

**f. Other**

Karen Morgan reported that the Bureau will produce a guide to apprenticeship this fall for guidance counselors to distribute during career counseling sessions with parents and students. The document will be modeled after the Wisconsin Technical College System program guide. The project was recommended by guidance counselors who attended the apprenticeship presentation by Ms. Morgan and Mr. Clay Tschillard at the Wisconsin School Counselors Association meeting this spring. The counselors specifically requested a print publication because many students do not have access to computers and/or internet, particularly in rural areas.

**5. New Business**

**a. BAS Personnel Updates**

Liz Pusch is the new Apprenticeship Training Representative (ATR) for Area 10, which includes Dodge, Ozaukee and Washington counties. Liz worked formerly as a legislative aide in Madison. She is from the Dodge, Ozaukee and Washington county area. The area was served previously by ATR Barb Robakowski.

Andrea Loeffelholz is the new ATR for Area 6, which includes Dane and Rock counties. Andrea worked formerly as a grant specialist for the WI Department of Transportation in Madison. The area was served previously by ATR Mary Pierce, who accepted a Policy Analyst position within the Bureau's Administrative Office in Madison.

Darrel Cappetta is the new coordinator of the Veterans in Piping program. Darrel was previously in the Office of Veterans services where he worked as a DVOP

**b. For action: Helmets to Hardhats**

Karen Morgan presented an overview of the national Helmets to Hardhats (H2H) program and asked the Committee to endorse the implementation of the program in Wisconsin by adopting several modifications to the state standards.

**i. Overview**

The Department of Workforce Development supports implementing H2H in Wisconsin to streamline access to apprenticeship and career opportunities in the construction industry for veterans during a period of increase in both the number of returning veterans and the need for quality applicants to the skilled trades. Nationally, H2H is administered by the Center for Military Recruitment, Assessment and Veterans Employment (CMRAVE), a non-profit Section 501(c) (3) joint labor-management committee.

**ii. Outcomes**

The outcomes of endorsing the Helmets to Hardhats program would be:

- *Veterans who have completed military technical training and/or participated in a recognized apprenticeship program or related craft while in the military may be given direct entry into a civilian apprenticeship program.*

The local apprenticeship committee would evaluate the military training received to ensure they receive all necessary training for completion of the apprenticeship program. Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor would have to submit such request at the time of application and furnish all records, affidavits and other documents to

substantiate the experience. The veteran applicant will be required to meet the programs entrance requirements, including entrance examinations.

- *Veterans who have completed military service but have not completed military technical training or participated in a recognized apprenticeship program or related craft while in the military may be provided special consideration for entry into the apprenticeship program by the sponsor.*

The veterans would have to complete the sponsor's application process and may be required to take an entrance examination.

iii. Proposed Changes to State Standards

Karen Morgan reviewed three additions to that State Standards that she proposes the Committee adopt.

<b>Section</b>	<b>Additions</b>
I. Definitions	<p>"Direct Entry:" Qualifying applicants are directly admitted into the apprenticeship program, and all post selection requirements remain in force.</p> <p>"Direct Interview:" Qualifying applicants go directly to oral interviews and are placed on the list, if appropriate.</p>
VII. Minimum Qualifications of Apprentices	<p>F. Direct Entry for Veterans</p> <ol style="list-style-type: none"> <li>1) Meet qualifying requirements as stated VII of these standards.</li> <li>2) Individuals must submit a DD-214 to verify military training and/or experience</li> <li>3) Local committees may elect direct entry or provide for a direct interview after entry qualifications are met.</li> <li>4) Entry of Veterans will be done without regard to race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, or sexual orientation.</li> </ol>
V. Local Apprenticeship Committee Functions and Duties	<p>D. Recommend to the BAS credit for previous experience/education in conformity with State Carpentry Apprenticeship Policy and Procedures</p> <p>Individuals selected into the apprenticeship program via direct entry and who have received training or employment in an occupation directly or directly related to the occupation in the local standards, will be award Credit for Previous Experience and will pay the apprentice at the wage rate commensurate the awarded credit.</p>

If the State Committee would approve the additions, local committees would have the discretion to adopt the changes or not.

A general discussion on the proposed additions and the value of veterans in apprenticeship followed. Members agreed with the mission of the program and the proposed changes

**Action:** A motion to support the changes was made and seconded. The motion carried.

**c. 2013 WI Act 57 (Apprenticeship Completion Award) & DWD 295.25 (Emergency Rule)**

The Department of Workforce Development is drafting an emergency administrative rule to implement 2013 Act 57, the Apprenticeship Completion Award Program (ACAP). ACAP was passed in November 2013, and will be active from June 2, 2014 through June 30, 2015. Developed by the State Legislature and signed by Gov. Walker, ACAP partially reimburses eligible apprentices, sponsors and employers for partial related instruction costs. Available funding totals \$450,000.

ACAP will be administered by the Bureau, as directed by law. BAS may reimburse the apprentices, the employer and the sponsor—whichever incurred the cost—a maximum of \$1,000 for up to 25% of the tuition, book, materials and other course fees directly associated with related instruction. An apprentice is eligible when he or she successfully completes either the one-year calendar anniversary of the contract start date or the entire apprenticeship program within the ACAP performance period.

Karen Morgan reported several key considerations and requirements for implementing the program. First, it will be a learning experience for the Bureau, and BAS will pay close attention to any lessons learned. Second, the Bureau will require the sponsor to confirm that the apprentice is in good standing to qualify for the one-year reimbursement. If an apprentice is eligible, the reimbursement will go to the party that incurred the cost. Split reimbursements can be made if more than one party incurred expense.

The Bureau plans to present performance data to the Legislature after the program concludes in the hopes that the program is continued in subsequent fiscal years. ACAP is projected to be used extensively by apprenticeship stakeholders, because similar funds available through the SAGE Grant (2011-2013) were disbursed entirely. Ideally, all funding will be disbursed before the performance period concludes, which would show a high need for additional funding.

**d. Wisconsin Apprenticeship Website**

WisconsinApprentice.com is a privately owned and operated website that culls and collects news articles relating to apprenticeship from multiple news sites into a single blog format. The owner created the website as a public service to apprenticeship, and approached DWD to sponsor the site, but DWD declined. The Bureau is sharing the website with state committees because it may be a useful information tool and because the website address is close enough to the Bureau's website address, wisconsinapprenticeship.org, that stakeholders may inadvertently confuse the two.

**e. Other**

**i. Veteran Employment Grant Program**

Karen Morgan distributed an informational flyer on veteran employment grants available currently through the Department of Workforce Development and the Department of Veterans Affairs. Governor Walker signed the grant program into law as part of the 2013-15 state budget, following approval by the Wisconsin Legislature.

Employers can receive a state grant of up to \$10,000 over four years when they hire a veteran who is eligible to participate. Participating veterans must meet statutory unemployment requirements and be rated with a 50% or more service-connected disability by the Federal Department Veteran Administrator rating schedule. DWDs Office of Veteran Services will identify veterans who meet the disability requirements.

The state grant is in addition to up to \$9,000 in tax credits that employers can receive under the existing federal Work Opportunity Tax Credit program for hiring a disabled person.

**ii. Registering with WIBs**

Adam Holmes stated that the International Finishing Trades Institute is pushing registered apprenticeship program with Workforce Investment Boards across the state. Karen Morgan advised that, as a local program, IUPAT DC7 would have to do that on the local level by filing with the WOW board. Benefits of the partnership include possible financial assistance for income-eligible apprentices. Karen stated BAS would offer support to local committees, should they run into issues. Adam Holmes agreed to contact the Boards for all the local committees.

**6. Review Program Participants**

Owen Smith distributed copies of the new Participant Report and Historical Report, which are produced by Webi, a new software package purchased by the Bureau.

The total number of active or unassigned apprentices is 15. The total number of active Employers is five. The apprentice total is lowest in ten years, but has held steady since 2012. The employer total is the lowest in ten years, but has held steady since 2013.

The Bureau will add a nine-year historical average to the Historical Report as well as the percent plus/minus for each annual value. The new features will be ready in the fall.

**7. The next meeting** will be Wednesday, October 22, 2014, at 10:00 a.m. at the WTCS Foundation in Waunakee.

**8. Follow-up Items**

i. BAS will update the State Standards to reflect a quorum ration of 1:1 and the three modifications for Helmets to Hardhats.

ii. IUPAT DC7 will review the Job Book competencies and activities, and email revisions to BAS, who will incorporate the revisions and send the publication to print.

iii. IUPAT will email a link to the Glazier website to BAS to include on Apprentice Toolkit website.

*Respectfully submitted by Owen Smith, Program and Policy Analyst*