

STATE INSULATION WORKER APPRENTICESHIP ADVISORY COMMITTEE

October 14, 2014

Wisconsin Technical College System Foundation
1 Foundation Circle
Waunakee, WI

APPROVED MINUTES

Members Present	Employer / Organization
Kufahl, Dan (Co-Chair)	Central State Mech. Insulation, LLC
Large, Brett (Co-Chair)	Heat & Frost Insulators Local 19
Peot, Roger	Insulation Industries
Schneider, Dennis	Heat & Frost Insulators Local 127
Stevens, Craig	Heat & Frost Insulators Local 19

Members Absent	Employer / Organization
Gauchel, Peter	L&C Insulation

Consultants & Guests	Employer / Organization
Emrick, Leigh	Associated Builders & Contractors
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards

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1. The meeting was called to order at 10:10 a.m. by Co-Chair Brett Large, in conformity with the Wisconsin Open Meeting Law.
 2. A sign-in sheet was circulated to record those in attendance. A quorum was present.
 3. The meeting minutes of April 20, 2104, were approved as written.

4. Old Business

a. Review of roster

Owen Smith distributed a copy of the current roster. The committee has a full roster of six members. Dennis Schneider's term will expire at the end of 2014. Dennis noted that he may retire at the end of the year. Committee members reviewed their contact information for accuracy. Craig Stevens noted that his telephone number and email address were not current.

Follow up: BAS will confirm whether Dennis Schneider will serve another term or retire; and will update Craig Stevens' contact information.

b. Follow-up items from previous meeting

Owen Smith noted that there were no follow-up items from the 2014 spring meeting.

c. For action: future meeting locations and travel requirements for members

Owen Smith thanked Local 19 for having volunteered originally to host the fall meeting in Pewaukee. He reported that members have continued to disagree on meeting locations and refuse to attend meetings not held at an individually preferred location. Consequently, the committee continues to struggle to meet twice a year, as required by its state standards. This matter caused the fall meeting to be rescheduled twice, despite that the original location was chosen unanimously at the spring meeting. The Bureau hosted this meeting at the Wisconsin Technical College

Owen informed the committee that it must meet at least twice per year, as required by its state standards, and members are expected to travel to attend the meetings. He asked the committee to vote on either a single location all meetings or a rotating schedule of locations.

Local 19 expressed disappointment that the Bureau had relocated the meeting rather than continue with the meeting as originally scheduled and discuss the concerns at that time. Owen acknowledged the feedback, and thanked Local 19 for having volunteered to host. The Bureau clarified that the meeting was relocated because the issue was ongoing and continuing to impede the committee's ability to meet.

A general discussion followed on possible locations: Associated Builders and Contractors in Madison; Local 19 in Pewaukee; the WTCS Foundation in Waunakee; the Portage campus of Madison Area Technical College; and Waukesha County Technical College. Members agreed that all locations were a reasonable and fair distance to travel. Most members travel up to two hours to at least one meeting each year.

A general discussion followed on the pros and cons between a single location or a schedule of locations. The single location would standardize travel distance. A schedule of locations allows different partners to host.

Action: A motion was made, seconded and approved to hold all future meetings at the WTCS Foundation Office in Waunakee.

d. Apprenticeship Completion Award Program

Instead of briefing the committee on the status of ACAP, Owen Smith asked the committee to share its recent experiences with the program, which may include being unfamiliar with it. The feedback would help the Bureau gauge the success of its recent mass mailings on the program.

Members stated that they were somewhat familiar with the program. Craig Stevens said that he had received eligibility notices for several apprentices, but that the program largely did not seem to pertain to the trade. Leigh Emrick of Associated Builders and Contractors said that she was familiar with the program and had received eligibility notices for several apprentices.

Owen summarized the program and eligibility requirements for attendees. The program partially reimburses eligible apprentices, sponsors and employers for certain costs of related instruction, including tuition, books and materials required for the class. To be eligible, the apprentice must complete either the first calendar year of the program or the entire program between June 2, 2014 and June 30, 2015. If the apprentice is eligible, the employer and sponsor are eligible. Reimbursements are issued to the party or parties that incurred the allowable costs.

When the apprentice meets one of the two eligibility dates, the Bureau automatically mails the apprentice an Eligibility Notice and Reimbursement Request form. The forms are copied to the sponsor and employer.

Training trusts are not automatically eligible; rather, the sponsor must become eligible and then designate the trust as the recipient of the reimbursement. This step requires local committees and training trusts to coordinate their ACAP efforts, which might require an additional administrative process.

A general discussion followed on the costs of related instruction incurred by the apprentice and by training center. Union apprentices pay a general, aggregated fee to Local 19 for training costs, which Local 19 uses to provide all books and training material. The apprentices do not pay itemized costs. Owen advised that eligible union apprentices, sponsors and training trusts must identify and isolate the reimbursable expense and provide appropriate documentation. Non-union apprentices pay itemized fees to Associated Builders and Contractors for tuition and books; therefore, non-union apprentices, sponsors and training organizations must provide the appropriate receipts.

e. Other

No additional items were brought forth for discussion.

5. New Business

a. BAS personnel updates

Owen Smith reported that the Bureau projects it will fill the vacancy for the Waukesha area Apprenticeship Training Representative by November 1.

b. BAS continuous improvement efforts and review of state Exhibit A's

i. Background

The Exhibit A approved by the state committee is the foundational document for every apprentice contract for the trade; the Bureau uses it as the template to create local standards and apprenticeship contracts. The minimum standards set forth by the state committee must be met by all local sponsors. Although most sponsors do not modify their standards, it is acceptable for a sponsor to modify the work process

schedule up to 20% variance. Thus, the language must be clear, legal, and consistent to ensure industry training needs are met and sponsors, employers and apprentices understand their training contract.

This fall and winter, the state committee and Bureau will review all state Exhibit As. The review has three possible outcomes: no revisions necessary; minor revisions suggested; substantial revisions suggested.

c. For action: proposed revisions to state Exhibit A

The Bureau suggested minor revisions to the Special Provisions and Work Processes sections of the Exhibit A. The proposed revisions to Special Provisions clarified the responsibilities of the apprentice and employer towards paid related instruction during a layoff. The proposed revisions to Work Processes removed redundancies.

A general discussion followed. Members agreed with the intent and scope of all changes. However, members agreed that the responsibilities of apprentices and employers during layoff needed to be clarified further; and the work processes needed to be reviewed to ensure they are current. Members suggested copying related language from the Wisconsin Apprenticeship Manual into Special Provisions and individually reviewing the work processes before the 2015 spring meeting.

Action: A motion was made, seconded and approved to revise Special Provisions using related language from the Wisconsin Apprenticeship Manual and to have ABC and Local 19 individually revise their work processes and present them for join approval at the 2015 spring meeting.

d. American Apprenticeship Grants

Owen Smith briefed attendees on the pending announcement of \$100m in American Apprenticeship Grants by the U.S. Department of Labor. The announcement was originally scheduled for fall, but is now projected by the end of 2014. The broad purposes are known, but the specific requirements are not known at this time.

The competitive grants will be awarded to partnerships that

- launch apprenticeship models in new fields, such as advanced manufacturing and health care;
- align apprenticeships to career pathways by rewarding workplace learning with college credit or linking to pre-apprenticeship programs;
- and scale apprenticeship models that work by marketing the value of apprenticeship, or building national and regional partnerships to expand apprenticeships

The maximum grant award is \$6m.

To prepare for the grant application, the Bureau convened two industry focus groups: one for the construction sector; one from the manufacturing sector. Both groups convened identified these potential uses:

- increasing the apprenticeship "pipeline" by promoting and developing pre-apprenticeship programs, apprenticeship prep programs and linkages between youth and registered apprenticeship, including transcripted credit
- develop outreach materials and events targeted at parents and educators to improve the perception of skilled trades as viable, valid professions. Efforts might include media campaigns, print publication, and tours of local facilities given by partners organizations, such as local chambers of commerce. All efforts would utilize social media, such as Facebook and Twitter.
- develop mentoring programs for skilled workers, possibly by increasing the availability of transition to trainer courses

- encouraging all apprenticeship programs to require apprentices to complete WTCS general education requirements so apprentice graduate with two nationally recognized credentials – the completion certificate and an AAS degree

The Bureau will keep the trades informed via the state committee structure. This topic will be a key agenda item for the 2015 spring meetings.

e. WI Apprenticeship Advisory Council, WI Career Pathway Subcommittee

Owen Smith reported that apprenticeship continues to receive national attention due to a "perfect storm" of factors, and the attention has directly influenced the Wisconsin Apprenticeship Advisory Council to implement significant new efforts.

Nationally, economists predict an unprecedented shortage of workers in the next five to ten years, due to the progressive retirement of the baby boomer generation and concurrent lack of young adult workers to replace them. In addition, more countries, sectors and industries are expressing interest in apprenticeship training: the German embassy is promoting the adoption of the German model of apprenticeship within German companies operating the U.S.; new federal funding will target developing apprenticeship programs in the health care and information technology sectors; and advanced manufacturing companies, enduring stakeholders of apprenticeship, continue to adopt the model to train workers in new occupations. Last, these changes necessitate creating and expanding pipeline programs into apprenticeship, especially by offering credentials or advanced credit into and out from registered apprenticeship.

At its 2014 third quarter meeting, the Apprenticeship Advisory Council approved the creation of the Wisconsin Career Pathway Advisory Subcommittee. The new subcommittee will oversee the development of bridges between youth apprenticeship and registered apprenticeship programs, and will be co-led by representatives of both staffs.

Although the primary focus will be linking youth and registered apprenticeships in manufacturing, where several successful models are already active, the subcommittee's work is pertinent to construction trades because of the recent expansion of the Architecture and Construction Youth Apprenticeship Program. The program has existed for several years, but the curriculum was recently expanded to include basic, foundational competencies in several construction trades, including carpentry, pipe trades, and electrical work. Therefore, construction trades can expect linking youth and registered apprenticeships to be an ongoing topic of conversation and exploration.

A general discussion followed on the importance of engaging high school students early to expand their awareness of and interest in the skilled trades. Members agreed with the need for outreach to high school students and "feeder" programs into the skilled trades, but expressed concern over the legal requirements and insurance liabilities related to students on a job site. The committee expressed interest in learning more about youth apprenticeship and the Architecture & Construction program.

The discussion then led to other outreach programs, such as pre-apprenticeship programs and inmate apprenticeships. Members stated that WRTP / BIG STEP was helpful in preparing individuals for many apprenticeship requirements, such as OSHA 30, First Aid and CPR, and confined space entry.

Action: A motion was made, seconded and approved to invite a representative of the DWD Youth Apprenticeship program to the 2015 spring meeting to present an overview of youth apprenticeship and the Architecture & Construction program.

Follow up: The Bureau will research pre-apprentice programs in the northern state, such as Eau Claire; points of contact for the Department of Corrections; and incentives for employers to hire inmates or ex-offenders.

e. Other

No additional topics were raised.

6. Review program participants

Sixty-one (561) apprentices and 16 employers are currently active in the program as of October 7, 2014. The apprentice and employer totals are the lowest annual totals, respectively, in the past ten years. The participant report for this meeting was produced using WEBI, a new reporting software acquired by the Bureau.

7. The next meeting is tentatively scheduled for Monday, March 16, 2015, at 10:00 a.m. at the WTCS Foundation in Waunakee.

8. The meeting adjourned at noon.

Follow-up Items

These actions will be taken before the 2015 spring meeting:

1. BAS will update the roster.
2. BAS will update the Special Provisions.
3. ABC and Local 19 will independently revise their work processes for joint approval at the next meeting.
4. BAS will invite a representative of the DWD Youth Apprenticeship program to present.
5. BAS will research pre-apprenticeship programs in the northern state, points of contact for outreach to the Department of Corrections, and employer incentives for hiring ex-offenders.

Submitted by Owen Smith, Program Analyst.