

## State Sheet Metal Apprenticeship Advisory Committee Meeting

October 1, 2015

Sheet Metal Workers Local 18  
Waukesha, WI 53186

### Draft Minutes

Members Present	Employer / Organization
Athas, Don	Sheet Metal Local 18 Milwaukee
Billman, Brian	Sheet Metal Local 18
Katt, Dave	Keystone Heating & Air Conditioning
Kemper, Keith	Sheet Metal Local 18 KRW
Landgraf, Patrick	Sheet Metal Local 18
Malesevich, Tom	Sure-Fire Inc.
Mamayek, Mike	Illingworth Kilgust Mechanical
Mooney, Mike	Sheet Metal Local 18
Phillips, Earl	Sheet Metal Local 18
Stockland, Pat	Capitol Mechanical, Inc.
Wippich, Daniel	Sheet Metal Local 18 Fox Valley

Members Absent	Employer / Organization
Aldag, Dave	Aldag Honold
Bartz, Scott	Sheet Metal Local 18 Madison
Everhart, Rich	General Heating
Hill, Mark	Tweet-Garot Mechanical Inc.
Jackson, Roger	Sheet Metal Local 18 Eau Claire
Liesch, Nick	Sheet Metal Local 18 Fox Valley
Rollings, Lauri	Sheet Metal and Air Conditioning Contractors' National Assoc

Consultants & Guests	Employer / Organization
Bernthal, Jamie	DWD Youth Apprenticeship
Burton, Darla	DWD Youth Apprenticeship
Cook, Jim	Madison Area Technical College
Destree, Sandy	Bureau of Apprenticeship Standards
Frehner, Josh	Sheet Metal Local 18
Morgan, Karen	Bureau of Apprenticeship Standards

Rice, Vincent	Bureau of Apprenticeship Standards - Madison
Schanke, Debbie	Bureau of Apprenticeship Standards - Madison
Smith, Owen	Bureau of Apprenticeship Standards
Tourdot, Kelly	Associated Builders & Contractors
Zenisek, Hal	Worldwide Instructional Design System

1. The meeting was called to order at 10:05 a.m. by Pat Landgraff, Committee Co-Chair, in conformance with the Wisconsin open meeting laws.
2. A roll call was conducted and a sign-in sheet was circulated.
3. The committee reviewed the current roster for vacancies; terms that will soon expire; industry and geographical representation; and the accuracy of the members' contact information. No updates were needed.

**4. Old Business**

**a. For action: approve the minutes of the previous meeting.**

The committee approved the minutes as written.

*Action: the committee approved revisions to the state Exhibit A's for Sheet Metal Worker, Sheet Metal Worker (Residential), Environmental Systems Technician, and Environmental Systems Technical (Residential). For all trades, the total hours did not change; the minimum safety requirement was increased to OSHA 30; the timeframes for completing OSHA 30, First Aid, and CPR certifications were omitted and left to the discretion of the local committee; and the work processes were revised to complete sentences and ordered more logically.*

The committee and Bureau reviewed the Exhibit A of a specific manufacturing employer that fabricates industrial sheet metal. The committee believes the employer also installs the industrial sheet metal, which is the work of the Sheet Metal trade. The Bureau maintained that the Exhibit A and the assessment of the Apprenticeship Training Representative concluded that the employer performs fabrication only. The Bureau noted that, if it is to re-review the employer's scope of work further, the committee must first present valid evidence that the contractor performs installation.

Owen stated that the Bureau is proposing that the state committees adopt the ACT as its assessment of choice; continue using the Accuplacer or current assessment; and adopt statewide minimum scores for both assessments, and the maximum timeframes in which they would be allowed (ex. up to five years since the test date). Members are to discuss the proposals with their local committees and come to the 2016 spring meeting prepared to discuss a statewide standard.

**b. Guest Presentation by DWD Youth Apprenticeship**

Darla Burton and Jamie Bernthal presented an overview of youth apprenticeship in general and the Architecture & Construction youth apprenticeship program specifically. Key points included the following.

The youth apprentice can choose either a one year program for 450 hours or a two-year program for 900 hours. The youth apprentice applicants are screened for academic performance and career interest; employers are screened for their ability to train to the program competencies; and applicants and

employers nominate each other based on an interview process. In addition, the employer is not required to employ the youth apprentice after the program.

The Construction program was developed through Associated General Contractors in partnership with CESA 6. The competencies were identified by industry focus groups and vetted by the WI Child Labor Department.

**c. How are the local committees' merger and the new training centers progressing?**

The committee reported that the training center in Cadot is up and running. The training center in Fox Valley will be fully occupied in several months once the HVAC system is upgraded and power is restored.

**d. Apprenticeship Completion Award Program**

The program was renewed by the state legislature through June 30, 2017. No changes were made to the eligibility requirements or reimbursement awards. The committee asked whether the funds would be rolled over from the previous year. Karen state that the funds would not be rolled over, but the Bureau fully expects to spend all funding. The most notable lesson the Bureau has learned through administering the program is that the cost of paid related instruction is greater than the Bureau anticipated.

**e. American Apprenticeship Grant / WAGE\$**

Karen reported that the Bureau applied for and received a \$5 million American Apprenticeship Grant. The grant period is five years over which the Bureau committed to registering 1,000 apprentices. The grant goals are to expand registered apprenticeship into health care and information technology; and to increase the pool of qualified applicants to registered apprenticeship through supporting youth apprenticeship and pre-apprenticeship readiness programs.

The state committee asked how local committees will access the grant funding. Karen explained that much funding will be funneled to local workforce development boards to build coalitions and partnerships on the local level. The pre-apprenticeship programs will be required to demonstrate a partnership with a registered apprenticeship sponsor, as well as demonstrate that the sponsor has confirmed that the curriculum meets the training needs of the sponsor.

**f. WI Apprenticeship Summit**

Karen reiterated that the purpose the Summit was to allow registered apprenticeship sponsors and stakeholders to drive any changes that may be proposed as a result of the increased interest in registered apprenticeship. The Summit participants included traditional partners as well as non-traditional partners, such as the Dept. of Public Instruction and the Wisconsin Economic Development Consortium.

The first action item from the Summit to be accomplished was the formation of the Employer Consortium, which will develop employer-to-employer marketing pieces. Prior to developing the marketing material, the Consortium will conduct a state-wide survey of the perceptions of apprenticeship among current sponsors, former sponsors, and non-sponsors. The Bureau will report the findings at the 2016 spring meeting.

**g. Other**

No other items were brought forward.

**5. New Business**

**a. New Publications from the WI Apprenticeship Advisory Council**

Karen reported that the Wisconsin Apprenticeship Advisory Council released two new publications: *A Guide to Successful Interviewing for the Skilled Trades* and *Wisconsin Pre-Apprenticeship Readiness Program Guidelines*.

She noted that this trade and many other construction trades that use the letter of introduction had commented over time that the apprentices are diligent in contacting employers, but could improve many of their interviewing skills.

Karen explained that the *Pre-Apprenticeship* publication was developed in response to the increase of programs that claim to prepare unskilled individuals for registered apprenticeship programs. Many of these programs lack a clear partnership with a registered apprenticeship partner. In the construction sector, that partnership would be with a joint apprenticeship committee. Karen shared a story of a representative from a pre-apprenticeship readiness program who shared that the graduates were having difficulty finding jobs in construction. When asked whether the graduates contacted the joint apprenticeship committees, the representative asked, "What's a joint apprenticeship committee?"

Pre-apprenticeship programs can apply for certification by the Wisconsin Apprenticeship Advisory Council. Both publications are available on the Advisory Council website.

**b. Review and discuss the duties of the state committee**

Karen explained that state committees play a very valuable role in the Wisconsin apprenticeship program. They are a point of quality. Their input on statewide minimum standards for both on-the-job learning and paid related instruction, as well as which decisions should be left to local discretion, ensure uniformity across the state. That adds to the integrity and portability of the credential.

**c. Technical Assistance Guide**

Technical Assistance Guide sessions are mandatory for new members to local joint and non-joint apprenticeship advisory committees. Karen explained that the Bureau has not offered the sessions in the past few years, and will offer them this fall through December due to a sufficient amount of new members to local committees across all construction trades. Individuals who must take the sessions will receive an official information letter from the Bureau.

**6. WTCS Update**

Hal Zenisek updated the committee on a curriculum project for the EST paid related instruction at MATC as it applies to the associates degree. No changes are being made; the project is documenting the instruction and articulating it to learning outcomes with the associate's degrees.

**7. Review the program participants.**

Program participants include 493 apprentices and 131 employers with a contract in active or unassigned status on September 18, 2015.

8. The next meeting is tentatively scheduled for Thursday, April 27, 09:30 a.m., at Local 18 in Waukesha.

9. The meeting was adjourned at 11:40 a.m.

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*Submitted by Owen Smith, Program & Policy Analyst.*

DRAFT