

Department of Workforce Development
Employment and Training Division
Bureau of Apprenticeship Standards
201 E. Washington Ave., Room E100
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-3332
Fax: (608) 266-0766
Email: DWDEET@dwd.wisconsin.gov

STATE OF WISCONSIN

Department of Workforce Development
Tony Evers, Governor
Amy Pechacek, Secretary
Michele Carter, Division Administrator

Arborist Apprenticeship State Committee

Agenda

Wednesday, May 1, 2024

1:00 p.m. – 3:00 p.m.

Attend In-Person: 201 E. Washington Avenue
Madison, WI 53703, Rm: F105

Attend Virtually: [Teams Meeting Link](#)
Teams Meeting ID: 264 303 335 503 | Passcode: qURUPa

Attend via Phone: #608-571-2209 | Conference ID: 353 564 120#

Note: Public comment will occur only when noted, after committee discussion and prior to committee action.

1. Call Meeting to Order
2. Record Attendees
3. Review Roster
4. Review and Approve Previous Meeting Minutes (both spring and fall 2023)
5. Specific Committee Items for Discussion (*Public Comment*)
 - a. Presentation from Co-Chair August Hoppe on "Best Management Practices" guide
6. Director's Call Discussion
7. WTCS Update
8. Other Discussion Items
 - a. Update on the status of IL adopting WI Arborist Standards
9. Review Program Participants
10. Set Next Meeting Date/Time
11. Adjourn

Draft Minutes

Arborist

State Apprenticeship Advisory Committee

May 02, 2023

Department of Workforce Development, Madison
& Virtual

Members Present	Employer / Organization
Freeland, Wes	Big Iron Tree Works
Harris, Tim	Buckley Tree Care
Hoppe, August	Hoppe Tree Service
Krouse, Randy	City of Milwaukee Forestry
Reince, Ben	Wachtel Tree Service
Members Absent	Employer / Organization
Thierne, John	Eagle Tree Care
Consultants & Guests	Employer / Organization
Caldie, Tom	Bureau of Apprenticeship Standards
Laufenberg, Jeff	City of Milwaukee
Nakkoul, Nancy	Wisconsin Technical College System
Nowak, Raquel	Bureau of Apprenticeship Standards
Olsen, Chuck	Bureau of Apprenticeship Standards
O'Shasky, Lynn	Bureau of Apprenticeship Standards
Pagan, Nicci	Gateway Technical College
Polk, David	Bureau of Apprenticeship Standards
Rogers, Elton	Milwaukee Area Technical College
Schmidt, Cole	Midstate Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Stuart, Dave	Milwaukee Area Technical College

1. The meeting was called to order at 10:03 a.m. by August Hoppe, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Attendees introduced themselves. Mr. Owen Smith, recorded attendance.

3. Old Business

a. Review the roster.

The committee verified that the roster is current. Co-Chair Krouse noted his address is incorrect.

b. Approve the minutes.

The state committee approved the minutes as revised: the meeting was chaired by August.

c. Progress of WAA towards registering as an industry advisory committee.

Mr. Smith revisited that he recommended the Wisconsin Arborist Association consider becoming an industry advisory committee so that it could maintain records of apprentices. He had recommended that the committee consider this administrative shift because the committee had asked on several occasions for the Bureau to identify sponsors that are also WAA members.

The state committee clarified that WAA members are individuals, not companies. A committee representative will ask the WAA board if it wants to establish methods of identifying members who are sponsors.

d. For action: proposed revisions to the statewide Exhibit A

Action: the state committee approved the revisions, including the hours-only term, effective May 8.

4. New Business

a. Review the revised template for state standards.

Mr. Smith discussed the three objectives of revising the state standards: incorporate the revised content and terms from the Wisconsin Apprenticeship Manual; incorporate updated policies from the Department of Labor; and cite policies as established by the Manual or the state committee.

Mr. Smith explained that the revised table of contents reflects the operational scope of state committees: they establish minimum standards but are not parties to the apprentice contract. Section one included policies for state committees established in the Manual; section two included policies established by the state committee.

Policies that pertain to sponsors, such as evaluating and completing apprentices, were omitted; they will be addressed in the revised template for sponsors.

Attendees did not have questions or comments.

b. For action: verify policies established by the state committee.

Action: the state committee verified that the revised template includes its previous policies.

c. Action: identify policies established by the state committee to revise further

Action: the state committee did not identify policies to revise further.

d. Questions from the Director's Call.

Mr. Smith reminded the committee that the Bureau will share apprenticeship-wide updates on the Directors' Call so each committee's individual meeting will be dedicated to its unique policies. However, the Bureau will include this topic on each agenda to ensure committees have an opportunity to ask follow-up questions, if needed.

Attendees did not have questions or comments.

e. Communicating state committee meetings to the public

Mr. Smith reported that he will discontinue cc'ing non-members on courtesy notifications of state committee meetings for appointed members. He reminded attendees that state committee meetings are open to the public and posted publicly; therefore, sending courtesy copies to non-members is unnecessary. He will continue emailing a courtesy meeting invitation to appointed members, who are welcome to forward it to colleagues. Non-members must check the websites.

Attendees did not have questions or comments.

f. Other

Co-Chair Krouse noted that Governor Evers attended an Arborist event that highlighted the apprenticeship.

6. Review the participant data.

The state committee did not have questions or comments about the participant reports.

7. The meeting adjourned at 12:07 p.m. The Bureau will schedule the next meeting via electronic survey.

*Submitted by Owen Smith, Program and Policy Analyst,
Bureau of Apprenticeship Standards*



Draft Meeting Minutes

Arborist

State Apprenticeship Advisory Committee

October 18, 2023

Virtual Meeting

1. Call Meeting to Order

- a. Meeting called to order at 10:03am by Co-Chair, August Hoppe.

2. Introductions and Attendance

- a. Attendees introduced themselves and Ms. Lushaj recorded attendance. **Quorum was NOT met.**

3. Administrative tasks, with potential action

- a. Roster reviewed by the committee. No changes noted.
- b. Meeting minutes reviewed by the Committee. No changes noted.
- c. Additional discussion occurred of the minutes, specifically the "WAA Representation or Role on the Committee" topic addressed in the previous meeting.
 - Committee discussed suggestion at previous meeting – a paid position for WAA to help with drafting and executing contracts.
 - Director Polk noticed there is a gap on the employee's side of the Committee. Asked if WAA could join the Committee to fill that role. August suggested a Journey worker would be better to fill that role.
 - Policy Analyst Abbott recapped the Committee's previous discussion on this topic and that it was previously decided by the Committee to continue with the current practice of the sole sponsor and ATR relationship to fill this role.
 - Committee also discussed the reason for reducing the "total hours for the term" for the OJT portion of the apprenticeship program. Committee had previously approved reducing the hours to allow for arborist apprentices to complete the program in 3 years, rather than 4 years.
 - **No quorum, minutes will be reviewed and approved in Spring Committee meeting.**

4. Discussion, with potential action (*public comment*)

- a. Policies identified in spring for potential revision
 - Arborist Committee did not identify any issues with the State Standards that needed to be address in this meeting.
 - State Standards reviewed with the Committee by Deputy Director Pusch and no issues or concerns were raised.

5. Discussions, without action

- a. Questions from the Director's Call.
 - Co-Director Hoppe noted the high diversity levels in the arborist apprenticeship program.
 - Director Polk discussed the work of EmpowHER and their work to support women in Construction to increase the retention and completion rates of women who enter this field. Suggested female Arborist apprentices could connect with EmpowHER to receive this

support their chosen industry.

- Director Polk reminded Committee of the grant resources, which were reviewed again with the Committee - \$2,500 reimbursement for employers and \$600 for RAs.
- Co-Chair Hoppe brought up the delay in processing of OJL reimbursement payments to the sponsors.
- ACTION: BAS to follow-up on the status of the reimbursements.

b. How is the revised Arborist Exhibit A working?

- Working well, in general.
- Co-Chair Hoppe discussed some of the difficulties they have run into with graduating Arborist apprentices due to them waiting too long to take the test and not passing.
 - Specifically, they are eligible to take the test 3 years after starting the Arborist RAP, which coincides with them graduating the program, but struggled to pass due to the gap from when RTI was completed and when they took the test.
- For employers that include snow plowing in the work of their Arborist apprentices, noted difficulties last year with apprentices completing all of their OJL hours. Reported that some apprentices graduated last year, still having 8 months of OJL time they needed to complete before they could be certified.
- Nick's Input via Email: Internal note - it's been a common concern brought up by the employers that do snow removal (like the city). Others don't and don't have issues completing timely. Karen would approve the programs going over (comments added to BASIS)
- Asked about creating a Training Guide to help mentors ensure they are sufficiently covering all of the Job Book Competencies.
- Next Meeting: Co-Chair Hoppe will provide Committee members with a copy of the "Best Management Practices" guide that his company is creating.
- BAS will review these materials in the next Committee meeting.

c. Other

- Director Polk announced that Owen has left BAS for other employment.
- Director Polk informed the Committee that Nancy Nakkoul with WTCS has announced her retirement, which will be in December 2023.
- Director Polk informed the Committee that with NAW opportunities and asked that all events be registered on the website.
- Joe Hoffman asked – How can the technical colleges promote and inform people of apprenticeship opportunities? BAS shared best practices on how to do this and Co-Chair Hoppe shared what they do and will connect with Joe.
- Question regarding how students can make up RTI hours of the program if they miss a class block?
 - Director Polk explained that they need to complete the instruction. Suggestion that the person could log-on virtually to complete the theory part of the RTI.
 - Co-Chair Hoppe suggested Mr. Hoffman could contact Elton Rogers who has dealt with this issue and found ways to overcome this barrier.
 - Mr. Hoffman asked BAS if an instructor were to identify a way for the apprentice to receive this instruction in a way that would satisfy the content they missed, would this be an acceptable alternative? Director Polk said "yes" this would be an appropriate way for an instructor to help an apprentice overcome this barrier to completing their RTI hours.
- Arborist RAP Expansion – Gateway Tech College has recently started to offer an Arborist apprenticeship program at their college. Looking to enroll more apprentices from IL and possibly looking to work with "Open Land Chicago" in the Southside of

Chicago that is currently running an Arborist RA program.

- Question regarding working with neighboring States and RAPs – MN is an SAA state, and they have adopted WI's Standards, so that would work very well. IL is a DOL State, so that will make it more difficult.
- BAS ACTION: Polk will reach out to our DOL Navigator to ask about IL adopting our Standards.

6. Review program participants

- Arborist apprenticeship numbers have been stable over the last one to two years.
- May have reached a saturation of employers in this market.
- Committee discussed how to conduct additional outreach to employers.
 - Co-Chair suggested we look at what WI's National Arborist Associations role could be?
 - Mr. Hoffman and Co-Chair Hoppe to connect on this and discuss further.
 - BAS explained that employers who have been designated as "featured employers" BAS can provide their contact information. If the employers have asked to NOT be a "featured employer" they cannot provide their contact information for further outreach by the Committee.
- BAS reviewed the numbers with the Committee and explained that the growth/increase in the Arborist RAP over the last 10 years has been remarkable in comparison to other industries.

7. Meeting adjourned by Co-Chair Hoppe at 11:07a.

Members Present	Employer / Organization
Freeland, Wes	Big Iron Tree Works
Hoppe, August	Hoppe Tree Service
Members Absent	Employer / Organization
Thierne, John	Eagle Tree Care
Krouse, Randy	City of Milwaukee Forestry
Reince, Ben	Wachtel Tree Service
Harris, Tim	Buckley Tree Care
Consultants & Guests	Employer / Organization
Abbott, Nick	Bureau of Apprenticeship Standards
Polk, David	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Lushaj, Reneé	Bureau of Apprenticeship Standards
Schmidt, Cole	Midstate Technical College
Hoffman, Joe	Midstate Technical College



This summary counts employers and apprentices, between 3/1/2023 and 3/1/2024 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Service'.
- Contract occupation code matches a occupation code assigned to committee.
- Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
Report Total	94	22	23.4	6	6.4	0	0	94	100.0	18	0	0	18	100.0
Arborist (00-0000.00)	94	22	23.4	6	6.4	0	0	94	100.0	18	0	0	18	100.0



Historical Report by Year

Report Period: 2024* and Previous -10 Years

*Current year is YTD data as of Run Date: 03/07/2024		
Run Date: 03/07/2024		
State Arborist Committee		
Sponsored Trade Group(s): Service		
Year	Active Apprentices	Active Sponsors
2014		
2015		
2016		
2017	3	2
2018	5	3
2019	39	6
2020	53	10
2021	60	13
2022	86	18
2023	77	13
2024	62	16

