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Employment and Training Division  
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STATE OF WISCONSIN  
  
Department of Workforce Development  
Tony Evers, Governor  
Amy Pechacek, Secretary-Designee  
Michele Carter, Division Administrator

September 5, 2023

TO: Heat & Frost State Apprenticeship Advisory Committee Members

FROM: [Owen Smith, Bureau of Apprenticeship Standards](#)

SUBJECT: **Heat & Frost State Apprenticeship Advisory Committee meeting**

DATE: **Wednesday, October 4,**

TIME: **10:00 a.m. – 12:00 p.m.**

ACCESS: [Attend virtually.](#)

**Attend via phone only.**  
Call: 608-571-2209.  
Enter code: 819 675 157#.

#### **AGENDA**

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

1. Call the meeting to order.
2. Introduce and record attendees.
- 3. Administrative tasks, with potential action**
  - a. Review the roster.
  - b. Elect the Employer Co-Chair.
  - c. Approve the minutes.
- 4. Policy discussions, with potential action** (*public comment*)
  - a. Policies identified in spring for potential revision
- 5. Policy discussions, without action**
  - a. Questions from the Director's Call.
  - b. Other
6. Review program participants.
7. Adjourn.



**Draft Minutes of the**  
**Heat and Frost**  
 State Apprenticeship Advisory Committee

**April 19, 2023**  
 Department of Workforce Development  
 Madison, WI, with Virtual Option

<b>Members Present</b>	<b>Organization/Employer</b>
Aleman, Chico	Local 19
Large, Brett (Co-Chair)	Local 19
Skic, Mark	Taylor Insulation
Walter, Tony	Insulation Industries
Wicke, Jeremy	Local 127
<b>Members Absent</b>	<b>Organization/Employer</b>
<b>Consultants &amp; Guests</b>	<b>Organization/Employer</b>
Badger, Richard	Bureau of Apprenticeship
Gomez, Stephanie	WRTP/BIG-STEP
Jungwirth, Christina	Northeast Wisconsin Technical College
Nowak, Raquel	Bureau of Apprenticeship
Nowak, Raquel	Bureau of Apprenticeship
Polk, David	Bureau of Apprenticeship
Sanger, Jenny	Bureau of Apprenticeship
Smith, Owen	Bureau of Apprenticeship

1. The meeting was called to order at 1:05 p.m. by Co-Chair Bret Large in conformance with the Wisconsin Open Meetings Law.
2. Attendees introduced themselves. Mr. Smith recorded attendance. A quorum was present.

### **3. Old Business**

#### **a. Review the roster.**

The committee verified that the roster is current.

#### **b. Approve the minutes.**

The committee approved the minutes as written.

#### **c. Elect the Employer Co-Chair.**

The committee tabled the election until fall.

### **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 in fall**

*Action: the state committee recommend these policies be discussed further at the fall meeting:*

- Minimum age of applicants
- Drug testing
- Minimum qualifications of employers
- Requirements for supervision

#### **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; however, some stakeholders have confused the courtesy notification as permission to attend. 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**

Attendees did not have questions or comments.

6. The state committee did not have questions or comments regarding the participant report.
7. The meeting adjourned at 2:18 p.m. The Bureau will schedule the next meeting via an online survey.

*Submitted by Owen Smith, Program & Policy Analyst*



# State Committee Report



This summary counts employers and apprentices, between 8/22/2023 and 8/22/2023 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- 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
<b>Report Total</b>	<b>68</b>	<b>6</b>	<b>8.8</b>	<b>5</b>	<b>7.4</b>	<b>65</b>	<b>95.6</b>	<b>3</b>	<b>4.4</b>	<b>21</b>	<b>19</b>	<b>90.5</b>	<b>2</b>	<b>9.5</b>
Insulation Worker (Heat & Frost) (47-2131.00)	68	6	8.8	5	7.4	65	95.6	3	4.4	21	19	90.5	2	9.5

# State Committee Report by Sponsor & Occupation



This summary counts employers and apprentices, between 8/22/2023 and 8/22/2023 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- 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 #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Sponsor Name 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
<b>Report Total</b>	<b>68</b>	<b>6</b>	<b>8.8</b>	<b>5</b>	<b>7.4</b>	<b>65</b>	<b>95.6</b>	<b>3</b>	<b>4.4</b>	<b>21</b>	<b>19</b>	<b>90.5</b>	<b>2</b>	<b>9.5</b>
<b>ABC of Wisconsin (All)</b>	<b>3</b>	<b>1</b>	<b>33.3</b>	<b>1</b>	<b>33.3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>100.0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100.0</b>
Insulation Worker (Heat & Frost) (47-2131.00)	3	1	33.3	1	33.3	0	0	3	100.0	2	0	0	2	100.0
<b>Northern WI Area Heat &amp; Frost JAC</b>	<b>21</b>	<b>1</b>	<b>4.8</b>	<b>1</b>	<b>4.8</b>	<b>21</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Insulation Worker (Heat & Frost) (47-2131.00)	21	1	4.8	1	4.8	21	100.0	0	0	5	5	100.0	0	0
<b>Southern WI Heat &amp; Frost Insulators JAC</b>	<b>44</b>	<b>4</b>	<b>9.1</b>	<b>3</b>	<b>6.8</b>	<b>44</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Insulation Worker (Heat & Frost) (47-2131.00)	44	4	9.1	3	6.8	44	100.0	0	0	14	14	100.0	0	0





## Historical Report by Year

### Report Period: 2023\* and Previous -10 Years

*Current year is YTD data as of Run Date: 08/22/2023		
Run Date: 08/22/2023		
State Heat & Frost Committee		
Sponsored Trade Group(s): Construction		
Year	Active Apprentices	Active Employers
2013	50	18
2014	54	18
2015	63	21
2016	74	21
2017	73	19
2018	77	19
2019	79	20
2020	75	19
2021	76	21
2022	61	17
2023	57	17

