



**Approved Minutes of the
 Policy & Standards Subcommittee
 of the
 Wisconsin Apprenticeship Advisory Council**

April 7, 2022
 Dept of Workforce Development
 Madison, WI

Members Present	
Cook, Jim	NECA-IBEW
Daily, Michael	United Steel Workers District 2
Emrick, Leigh	Associated Builders & Contractors of WI
Hayden, Terry	Wisconsin Pipe Trades Association
Jacobson, Gene	PDC Electrical Contractors
Johnson, Al	Local 118
Mielke, John	Associated Builders & Contractors of WI
Mortenson, Brandon	IAMAW District 10
Nakkoul, Nancy	Wisconsin Technical College System
Tourdot, Kelly	Associated Builders & Contractors of WI
Subcommittee Members Absent	
Public Attendees	
Jungwirth, Christina	Northeast Wisconsin Technical College
Large, Dan	Milwaukee Electrical JATC
Wagner, Mike	NECA-IBEW Apprenticeship & Training

Wesley-Williams, Pinkey	NAACP
Webb, Frieda	NAACP
DWD Attendees	
Abbott, Nick	DWD Bureau of Apprenticeship
Carter, Michelle	DWD Division of Employment and Training
Kasper, Andrew	DWD Bureau of Apprenticeship Standards
Madden, Caitlin	DWD Office of Legal Counsel
Polk, David	DWD Bureau of Apprenticeship Standards
Pusch, Elizabeth	DWD Bureau of Apprenticeship Standards
Smith, Owen	DWD Bureau of Apprenticeship Standards

1. The meeting was called to order at 8:30 a.m. by Chair Leigh Emrick.
2. Mr. Owen Smith recorded attendance.
3. Committee member Allan Johnson indicated that he was not notified of the first two subcommittee meetings (March 10, 2022 and March 23, 2022) and was therefore unaware of the subcommittee's activities. He inquired into the availability of minutes from the first two meetings in order to familiarize himself with the proceedings to date. The DWD stated that the minutes were not available yet for review. They referred the members to Andrew Kasper's detailed notes for a detailed accounting on committee input and comments regarding manual revisions. The subcommittee members stated they would like the minutes to be made available for review by next meeting.

Mr. Cook requested to view the official list of subcommittee members. DWD referred him to the list of recipients on the most recent invitation to the subcommittee meeting.

3. **Overview**

Mr. David Polk stated that the subcommittee's review is scheduled to conclude on April 15, including public comment via email. The final working document will then be reviewed by the Advisory Council at its May 3 meeting. All pending legal questions identified by the subcommittee are projected to be resolved by then.

Mr. Kasper and Ms. Liz Pusch noted that the subcommittee reviewed pages 13– 35 of the working draft at the prior meeting; reviews were entered into the working draft; and other items were noted for future research.

4. **Subcommittee Discussion**

The subcommittee reviewed pages 36-52 of the working draft and concluded before "Advisory Council." Edits, omissions, and items to be researched further were recorded by Mr. Kasper in the working draft.

The subcommittee's discussions and input were related to the following themes:

- i. A lengthy discussion occurred over the project timeline and means of public comment. The plan for rollout (as of April 7) was to have a series of meeting with the committee then have a draft ready to

present to the council in early May.

Mr. Jim Cook asked when the official 30-day public comment period will commence. He and Mr. Mike Wagner reiterated that the local committees they represent have concerns about the proposed revisions and believed the April 15 deadline did not provide sufficient notice, time, and means of input.

Chair Emrick and Mr. Mielke added that BAS issued formal notifications to stakeholders and convened town-hall meetings throughout the prior review process.

Mr. David Polk and Mr. Andrew Kasper explained that "public comment" refers to comment from stakeholders other than subcommittee members and BAS staff; it does not refer to the official public comment period used in a rule change. To date, the review process has included one Advisory Council meeting and three subcommittee meetings, all of which were public meetings and posted publicly in advance. The Council and subcommittees are representative bodies, and therefore input can be delivered by attending. In addition, the Bureau invited stakeholders to email input.

Mr. Polk and Mr. Kasper noted that the process embodies the Council's input to prioritize the subcommittee's input while ensuring other stakeholders could comment. As part of a representative body, subcommittee members can serve as liaisons or representatives to stakeholders, informing them of public meetings and relaying input. If members field concerns from stakeholders but don't bring those concerns to the subcommittee or BAS, neither entity can answer address them.

Ms. Pusch reiterated that the objective of the first round of revisions is to ensure the manual reflects current laws and regulations; it neither proposes significant changes nor puts forth new policies.

- ii. Mr. Cook specified that the local committees he represents are concerned mostly about the legal liabilities of local committees especially in regards to the complaint and appeal process. Ms. Pusch acknowledged the concerned and confirmed that DWD Legal Counsel is reviewing the matter.
- iii. The subcommittee frequently inquired about and discussed the processes for quality assessments throughout the different components of a registered apprenticeship, e.g. application process, on-the-job learning, and related instruction. Related conversations included whether sponsors' Exhibit A's and the outcomes of local committees' assessments could be shared with state committees, which led to discussions about BAS confidentiality practices and official open records requests.
- iv. Ms. Pinkey Wesley-Williams inquired into the following: roles and responsibilities of employers and sponsors for outreach related to affirmative action and equal employment opportunity, and what constitutes a finding; whether apprentices are duly notified of lay-offs and cancellations; and whether the appeal process is made accessible and clear to the apprentice.
- v. The subcommittee again noted several chapters or sections of the current manual that had been condensed, collapsed, or otherwise reorganized. Mr. Kasper acknowledged that working draft did reformat many sections for flow of logic and readability, which can complicate identifying specific changes. He referred to the several guidance documents he produced to assist the Council and the subcommittee

5. Public Comment Period

Early in the meeting, public comment was incorporated throughout discussions for ease of process. Later, Mr. Mielke inquired if public comment was to continue to occur throughout or held for after subcommittee discussions.

During comments from a member of the public, Mike Wagner, Mr. Smith asked the subcommittee to adhere to the structure stated in the public agenda: public comment occurs after all subcommittee discussions. He and Ms. Pusch noted the structure was posted publicly in advance and adheres to the Council and subcommittee's

recommendations to prioritize the subcommittee's input while ensuring the process is open to other stakeholders.

The subcommittee stated incorporating public comment throughout was helpful for discussions. Mr. Smith invited the subcommittee to recommend a different process for the next meeting, which would subsequently be reflected on that agenda in advance of the meeting.

The subcommittee and BAS leadership briefly discussed the most helpful format for the remainder of the meeting. BAS leadership and legal counsel confirmed that the meeting should end at the posted time of 2:00 p.m.

Chair Emrick called for public comment. Public attendees had none. Chair Emrick invited public attendees to insert comments in the chat so they could be addressed with sufficient time prior to the end of the meeting.

6. **Next Steps**

The subcommittee noted that the next meeting, originally scheduled for Friday, April 15, will not work because it is Good Friday. Mr. Kasper and Mr. Smith noted BAS chose the date for two reasons: it received the most votes from subcommittee members on the survey; and it provided sufficient time for the Bureau to incorporate input from this meeting.

Mr. Kasper agreed to survey the subcommittee for a different date and arrange the meeting.

7. The subcommittee adjourned at 2:00 p.m.

Submitted by Mr. Owen Smith & Andrew Kasper, BAS Analysts