

Approved Minutes of the
Wastewater Treatment Plant Operator
State Apprenticeship Advisory Committee

April 29, 2019

Moraine Park Technical College
Fond Du Lac, WI

Members Present	Employer / Organization
Bartel, Bruce	Green Bay Metropolitan Sewerage District
Dierker, Marty	M&M Environmental & Educational Services
Lutz, Lyle	Village of Plover
Wilson, Paul	WalCoMet
Zimmer, Kelly	MSA Professional Services
Members Absent	Employer / Organization
Consultants & Guests	Employer / Organization
Horvath, Steve	Moraine Park Technical College
Johnson, Josh	Bureau of Apprenticeship Standards
Nakkoul, Nancy	Wisconsin Technical College System
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards

1. The meeting was called to order at 10:15 a.m. by Marty Dierker, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. A roll call was conducted. A sign-in sheet was circulated. A quorum was present.
3. The committee reviewed the current roster.

4. Old Business

a. Review the follow-up items from the previous meeting

i. For action: approve the minutes

The committee approved the minutes as written.

ii. For action: recommended outline for Collection Systems Operator

The committee approved the recommend minimum standards for Collection Systems Operator. The Bureau will convene a focus group this summer to draft the tasks and performance criteria.

iii. Outreach efforts for 2019

The state committee recommended that the Bureau outreach to municipalities, veterans, and correctional facilities. Municipalities must begin to see the value in budgeting and planning for training in advance. Armed forces facilities and correctional facilities have treatment facilities so veterans and offenders may have prior experience that would qualify them for an apprenticeship.

Owen noted that the WI Department of Natural Resources will begin attending state committee meetings once the Wastewater Engineer position and Operator Certification Specialist position are filled. The positions were formerly held by Jack Saltes and Lisa Bushby, respectively.

b. Implementing revisions to CFR 29.30 (AA/EEO requirements)

Josh Johnson reported that the Bureau projects the revisions will be fully implemented by January 2020. Some minor revisions have been implemented under an emergency administrative rule; all revisions and the final version are being finalized by the state legislature and the Governor's Office.

Josh clarified that the minor revisions that have been implemented, such as the non-discrimination pledge, will not have a substantial state or local effect because sponsors already have the same or very similar policies in place. Other minor revisions will continue to be implemented through the year. The Bureau will have further guidance on specific changes and their effects at the fall meeting.

Attendees did not have questions or comments.

c. Federal grants to expand "registered apprenticeship"

Josh reported that the Bureau is proceeding very well on its three federal grants: the WAGE\$ grant, the state expansion grant, and the state accelerator grant.

The WAGE\$ grant is nearing completion. It has successfully met nearly all its targets. For example, it helped increase the enrollment of minority apprentices by 10%, which is very good, and developed new apprenticeships in information technology, healthcare, and advanced manufacturing. Information technology may be very successful because its occupations work across all sectors; the Bureau will conduct outreach efforts to recruit IT sponsors and apprentices across all sectors.

Two targets have proved difficult to meet: enrolling apprentices in the first apprenticeships in new industries; and enrolling female apprentices. The first apprenticeships in an industry commonly grow very slowly because employers are either unfamiliar with apprenticeship or need more time to adapt their administrative operations. Recruiting women apprentices has proven historically challenging.

Attendees did not have questions or comments.

d. 27th Biennial Apprenticeship Conference Follow-Up

Josh reported that the 27th Biennial Apprenticeship Conference was an overall success: it drew 375 attendees; included 30 workshops; and received positive feedback on the variety of topics and workshops, especially on career pathway programs such as youth apprenticeship and pre-apprenticeship. Many attendees reported, though, that they did not like the venue. The Bureau is planning the 28th Biennial Conference for early 2021. The location and venue are pending.

Attendees did not have questions or comments.

e. Updates to www.WisconsinApprenticeship.org

Josh reviewed many historic updates the Bureau made to its webpage. Foremost, for the first time in its history, the Bureau website features sponsors. The update was made at the request of sponsors because they continue having trouble recruiting qualified applicants. Prior to this, sponsors preferred not to be featured so they would not receive public inquiries outside of their hiring windows.

Additional updates include the following: three quick search functions on the homepage—by key word, by occupation, and by industry; three distinct navigation boxes based on user group—career seeker, employer, and current apprentices and sponsors; and apprenticeship-specific webpages that feature visual representations of the training information, employment projections, and salaries. Josh encouraged attendees to review their organizations' information, submit updates, and test the site for any potential improvements.

The committee applauded the revisions.

f. Other

Attendees did not have additional topics.

5. New Business

a. 2019 National Apprenticeship Week

Josh announced that 2019 National Apprenticeship Week will be held November 10-16. November 11 will be Veterans Day, so the Bureau is planning an event to recognize veterans in apprenticeship. Overall, the Bureau is planning and outreaching the event six months in advance to increase the likelihood that high schools and other partners can attend.

Attendees did not have questions or comments.

b. BAS personnel changes

Josh reported the following changes:

- Deb Schanke, Madison Apprenticeship Training Representative (ATR), retired.
- Mary Harrington, federal ATR, retired.
- Mary Pierce, policy analyst, retired.
- Long Vang was hired as the new ATR for Eau Claire.
- Dominique Robinson, former ATR for Racine, was hired as a policy analyst in the Madison office.

Attendees did not have questions or comments.

c. Other

Attendees did not have additional topics.

6. WTCS Update

Nancy Nakkoul discussed the latest apprenticeship completer report, a table of related instruction by occupation and college, and apprenticeship scholarships.

7. Review the program participants.

Participants included three apprentices and three employers,

8. The committee will schedule its next meeting via electronic survey.

9. The meeting adjourned at 11:30 a.m.

Submitted by Owen Smith, Program and Policy Analyst, BAS

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Employment and Training Division
Bureau of Apprenticeship Standards
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Tony Evers, Governor
Caleb Frostman, Secretary
Chytania Brown, Division Administrator

April 15, 2019

TO: State Wastewater Treatment Plant Operator Apprenticeship Advisory Committee
Members & Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards
608-266-2491; owen.smith@dwd.wisconsin.gov

SUBJECT: **State Wastewater Treatment Plant Operator Apprenticeship Advisory Committee Meeting**

DATE: **Monday, April 29, 2019**

TIME: **10:00 AM**

PLACE: Moraine Park Technical College, Room B128
235 N. National Ave
Fond du Lac, WI 54935

TENTATIVE AGENDA

1. Call the meeting to order.
2. Distribute the sign-in sheet. Introduce the attendees.
3. Review the current roster.
4. DNR Update
5. **Old Business**
 - a. Follow-up items from previous meeting
 - i. **Action:** approve the draft minutes
 - ii. Action: recommended outline for Collection Systems Operator
 - iii. Outreach efforts for 2019
 - b. Implementing revisions to CFR 29.30 (AA/EEO requirements)
 - c. Federal grants to expand "registered apprenticeship"
 - d. 27th Biennial Apprenticeship Conference Follow--Up
 - f. Updates to www.WisconsinApprenticeship.org
 - g. Department of Corrections registered apprenticeships
 - h. Other

6. New Business

- a. Assessing applicants with Accuplacer Next Generation
- b. 2019 National Apprenticeship Week
- c. BAS personnel changes
- d. Other

7. WTCS Update

8. Review the program participants.

9. Schedule the next meeting.

10. Adjourn.

From: [Smith, Owen T - DWD](#)
To: [Bartle, Bruce](#); [Equitz, Jason](#); [Lutz, Lyle](#); mwdierker@gmail.com; [Wilson, Paul](#); [Zimmer, Kelly](#)
Cc: [Freber, Kevin \(guest\)](#); [Hawley, Joan](#); [Horvath, Steve](#); [Palmer, Mallory K](#); [Rice, Fred \(guest\)](#); [Schuck, Mike \(guest\)](#); [Strickland, Wade K - DNR](#); [Wells, Nathan J - DNR](#)
Subject: Summary of Collections Systems focus group
Date: Thursday, March 14, 2019 11:18:00 AM

State Committee and consultants,

Below is the draft structure of the Collection Systems Operator registered apprenticeship. It was proposed by the focus group. It is draft; we will review it and vote on it at the next state committee meeting. The focus group will then begin developing the job book.

If you have questions or comments, please save them for the meeting.

Appreciatively,
Owen

Title: Collection Systems Operator
Term: Hybrid
Length: 12 months of not less than 2,180 hours (one year)
On-the-job: 2,000 hours
Related Instruction: 180 hours
Special Provisions: Obtain DNR Collection Systems certification.

Mandatory Duties for On-the-Job Learning (Work Processes)

Adhere to safety regulations and rules.
Operation collection systems.
Maintain collection systems.
Manage collection systems.
Maintain records.
Local Optional Work Processes

Mandatory Courses for Related Instruction

Intro to Wastewater
College Math
Equipment Maintenance

DWD 296: Sponsor Obligations

All sponsors

Do not discriminate based on race, color, religion, sex, national origin, disability, age (over 40), sexual orientation or genetic information

Designate an individual to oversee equal opportunity functions, maintain records, and submit reports to the Department

Perform universal apprentice outreach and recruitment, maintain a list of recruitment outlets, and provide those outlets 30-day advance notice of apprenticeship postings

Publish, post and disseminate an equal opportunity pledge, policy and complaint instructions

Ensure apprenticeship activities and facilities are free from discrimination and establish an internal process for reviewing harassment and intimidation complaints—disseminated in writing

Hold information sessions to conduct anti-harassment training, introduce apprentices program staff to equal opportunity policy, and instruct them how to file a discrimination complaint with the Department

Keep records of apprentice demographics, selection, assignment, layoff, accommodation requests, etc., for at least five years

Select apprentices through any non-discriminatory methods, so long as they are outlined in the sponsor's written standards and applied uniformly. Selection methods must also comply with the Uniform Guidelines on Employee Selection Procedures (UGESP) and not violate the Americans with Disabilities Act (ADA)

Five or more Apprentices

Maintain a written affirmative action program which includes:

1. utilization analysis to compare race, sex and ethnicity of apprentices to recruitment area
2. establishment of utilization goals for race, sex and ethnicity, if appropriate
3. establishment of utilization analyses and goals for individuals with disabilities
4. targeted outreach, recruitment and retention activities, if necessary, to meet utilization goals
5. Perform annual review of personnel processes for potential discrimination

Invite applicants and apprentices to confidentially disclose a disability, at two times during hiring process and annually

DWD 296: Implementation Timeline 2019

January 18	Emergency rule enacted
January 22	Economic impact analysis period ended. Rule draft filed with Legislative Rules Clearinghouse. Public Comment begins.
February 20	Public hearing for DWD 296 and 295
March 15	Submit to Governor's Office for approval
April 1	Rule filed with Senate and Assembly
April 15	Legislature refers rule to appropriate assembly and senate committees
May 15	Review period ends for senate and assembly committees
May 20	Rule referred to Joint Committee for Review of Administrative Rules (JCRAR)
June 18	JCRAR completes review of rule
June	First phase of sponsor requirements
July/August	Publication date of permanent rule DWD 296 and 295
January 2020	Second phase of sponsor requirements

DWD 296: Recurring Obligations

<u>Annually</u>	<u>At Compliance Review</u>	<u>As Needed</u>
<p>Update list of recruitment sources</p> <p>Review of personnel processes for selection criteria, wages, assignments, discipline, etc.</p> <p>Notice to apprentices they may update disability self-identification</p>	<p>Update written affirmative action plan</p> <p>Conduct workforce analysis for disability</p> <p>Undertake targeted outreach and action-oriented programs, if necessary</p> <p>Conduct workforce analysis for race, sex and ethnicity</p> <p>Conduct utilization analysis for race, sex and ethnicity</p> <p>Establish utilization goals for race, sex and ethnicity and conduct targeted outreach and action-oriented programs, if necessary</p>	<p>Conduct anti-harassment training and share EEO policy at orientation and periodically</p> <p>Invite prospective and new apprentices to self-identify disability status:</p> <ol style="list-style-type: none">1. During apprenticeship application process2. After acceptance into program, but before start date

WAGE\$ Apprentices Spring Committee Update March 2019

The Wisconsin Apprenticeship Growth and Expansion Strategies (WAGE\$) grant is a 5-year, \$5 million grant from the US Department of Labor. The purpose is to expand Registered Apprenticeship in Advanced Manufacturing and develop new programs in Information Technology and Health Care. The grant started October 1, 2015, and will conclude September 30, 2020.

WAGE\$ Apprentices by Trade

Current Count

Entered Active Status 10/1/15 - 3/13/19 from data pull 3/14/19

This report includes apprentice contract records which, during the selected report period, match the following criteria: CONTRACT TRADE=Industrial Manufacturing Technician;Maintenance Technician;Mechatronics Technician;Welder - Fabricator;Welder / Automated Welding;Software Developer;IT Service Desk Technician;Data Analyst;Medical Assistant,

		Current Count	Female	Minority & Race / Ethnicity*
All WAGE\$ Occupations		427	16 (4%)	60 (14%)
		Current Count	Female	Minority & Race / Ethnicity*
Industrial Manufacturing Technician				
18 Completed 19 Cancelled (18%)		106	10 (9%)	32 (30%)
IT Service Desk Technician		2	0 (0%)	0 (0%)
Maintenance Technician				
9 Completed 35 Cancelled (15%)		231	3 (1%)	22 (10%)
Mechatronics Technician				
12 Cancelled (19%)		63	1 (2%)	5 (8%)
Software Developer		2	2 (100%)	0 (0%)
Welder / Automated Welding & Fabricator				
2 Completed 4 Cancelled (34%)		23	0 (0%)	1 (5%)

All ACAP Reimbursement Requests Processed (Time Period) - Summary

Apprenticeship Completion Award Program (ACAP)

Bureau of Apprenticeship Standards

Division of Employment and Training

4/1/19 02:19 PM

Filters Applied: Determination Date between 7/1/18 and 4/1/19, Fiscal Year(s)= FY19

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	19		\$110,520.09	\$558,356.80
Year One Totals		528	\$110,520.09	\$558,356.80
Completion	19		\$199,208.76	\$1,148,242.04
Completion Totals		441	\$199,208.76	\$1,148,242.04
Report Totals		969	\$309,728.85	\$1,706,598.84



WTCS System-Wide Activity Update March 2019

Wisconsin Fast Forward Awards \$250,000 to the WTCS to Support Apprenticeship Instruction

In recognition of the rapid expansion of apprenticeship programs in Wisconsin, the WTCS will administer Wisconsin Fast Forward grant funds as sub-grants to WTCS Colleges to supplement instructional costs where need has outpaced projected growth. Funds will be available from January 2019-December 2020.

WTCS-BAS 2019 Apprenticeship Completion Report

The 2019 WTCS-BAS Apprenticeship Completer Report is now available online. The report contains employment, wage and training satisfaction outcomes for apprentices completing their programs in 2016-17. It can be found here: <https://www.wtcsystem.edu/about-us/resources-publications> Or via direct link here: <https://www.wtcsystem.edu/wtcsexternal/cmspages/getdocumentfile.aspx?nodeguid=b3153b83-19ff-41d4-8527-39fe0e9c845c>

- Of the 847 completers surveyed, 330 (39%) responded.
- Respondents reported a 96% satisfaction rate for both on-the-job training and classroom instruction.
- Median salary across all trades increased to \$77,753 from \$71,624 in the prior year.
- Respondents indicating an interest in continuing education beyond apprenticeship rose to 46%, up from 43% and 34% in the two preceding years.

WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs increased from 6528 to 6903 unduplicated, and 7124 to 7450 duplicated, students by the end of 2017-2018 academic year. That is a 5.7% and 4.6% increase, respectively, in one year. A current mid-year snapshot for 2018-19 is showing 7058 and 7154 enrollees. Confirmed actual enrollment for the 2018-19 academic year will not be available until August 2019.

Great Lakes Higher Education Corporation (under new corporate name Ascendium Education Group) Tools of the Trade Scholarships

As in the prior year, Ascendium Education Group again awarded 200, \$1500 scholarships for industrial and construction sector apprentices in Spring 2019.

Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of January 2019

The master chart of all apprenticeship programs with related instruction offered through the WTCS colleges can be found here via the following link. "Active" is defined as approved programs with enrollments in the past two years. The color-coded chart can be found on the MyWTCS website here:

<https://mywtcs.wtcsystem.edu/wtcsinternal/cmspages/getdocumentfile.aspx?nodeguid=2b3fe9c1-681d-4ceb-a612-f474b04aaa8b>

Apprentice Related Instruction



Active WTCS/BAS Programs by Sector and Occupation - January 2019

	BLACKHAWK	CHIPPEWA VALLEY	FOX VALLEY	GATEWAY	LAKESHORE	MADISON AREA	MID-STATE	MILWAUKEE AREA	MORAINES PARK	NICOLET AREA	NORTH CENTRAL	NORTHEAST WI	SOUTHWEST WI	WAUKESHA	WESTERN	WI INDIANHEAD
Construction Sector Apprentice Related Instruction																
Bricklaying/Masonry																
Carpentry																
Concrete Finishing																
Electrical																
Electronic Systems Tech/Voice-Data-Video																
Glazing																
HVAC/Environmental Service																
Ironworking																
Operating Engineer/Heavy Equipment																
Painting & Decorating																
Plumbing																
Roofing																
Sheet Metal																
Sprinkler Fitting																
Steamfitting Service/Refrigeration																
Steamfitting Construction																
Industrial Sector Apprentice Related Instruction																
Automated Packaging Technician																
Electrical & Instrumentation/Instrumentation Tech																
Industrial Electrician																
Industrial Manufacturing Technician																
Injection Mold Set-Up (Plastic)																
Machinist/Tool & Die/Patternmaker/Moldmaker																
Maint Mech/Machine Repair/Millwright / Lube Tech																
Maintenance Technician																
Mechatronics																
Metal Fabricator/Welder																
Pipe Fabricator																
Pipefitter																
Service Sector Apprentice Related Instruction																
Arborist																
Barber/Cosmetologist																
Cook/Chef																
Dairy Grazier																
Electrical Line Worker																
Funeral Director																
Metering Technician																
Substation Electrician																
Wastewater Treatment Operator																