



**Approved Minutes of the  
Arborist  
State Apprenticeship Advisory Committee**

**May 14, 2019**

Milwaukee Area Technical College – Mequon Campus  
Mequon, WI

<b>Members Present</b>	<b>Employer / Organization</b>
Hoppe, August	Hoppe Tree Service
Krouse, Randy	City of Milwaukee Forestry
Welch, Jon	Crawford Tree & Landscape
<b>Members Absent</b>	<b>Employer / Organization</b>
Reince, Ben	Wachtel Tree Service
Sanborn, John	Sanborn Tree Service
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Abbott, Nick	Bureau of Apprenticeship Standards
Birnschein, Anna	Colonial Tree Service
Harris, Tim	Buckley Tree Service
Johnson, Josh	Bureau of Apprenticeship Standards
Leonard, Betsy	Wisconsin Technical College System
Mayek, Mandy	Mid-State Technical College
Nakkoul, Nancy	Wisconsin Technical College System
Polk, David	Milwaukee Area Technical College
Pusch, Liz	Bureau of Apprenticeship Standards
Rogers, Elton	Milwaukee Area Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Wahl, Brian	WI Dept. of Natural Resources

1. The meeting was called to order at 10:05 a.m. by August Hoppe, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. A sign-in sheet was circulated. A quorum was present.
3. The committee reviewed the current roster. The following changes will be made:
  - Current sponsors will be invited to join.
  - One seat will be reserved for a contractor in Madison
  - One current member will send a journey worker to replace its current representative
  - Beginning in 2020, non-sponsors will not be permitted to serve on the committee

#### 4. **Old Business**

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

###### i. **For action: approve the minutes from the previous meeting**

The committee approved the minutes as written.

###### ii. **For action: expand the size of the committee?**

The committee supported expanding the size of the committee. The details were discussed during the review of the roster.

###### ii. **For action: revisions to state Exhibit A and job book**

Owen reviewed that the current version of the Exhibit A was implemented in a little more than six months ago. The focus group met to create the companion job book, but the draft resulted in further revisions to the Exhibit A. Bureau policy is to allow programs and policies to be in place one year before revising them further; this allows the Bureau and industry time to gauge their effectiveness and conduct outreach. Successive revisions in a short time confuse outreach efforts.

Owen noted that the Bureau will not hold these revisions to the one-year mark, but it encourages the state committee to now shift its focus to allowing all its policies to be in place for one year. In addition, the Bureau will not approve discuss or approve revisions or new policies outside of state committee meetings.

The committee noted that other states' apprenticeships programs have been waiting for the revised job book so they can adopt it. Owen acknowledged the collaboration, and clarified that the Bureau focuses on Wisconsin's apprenticeship program only; other states have their own stakeholders, procedures, policies, and resources.

A general discussion followed on the job book and the corresponding revisions to the Exhibit A. Owen noted a few minor revisions to the task statements.

***Action: the committee approved all revisions to the Exhibit A and job book; a focus group will reconvene to finalize some of the revisions to the job book; and the Bureau will implement both documents by June 15.***

iv. How are outreach activities proceeding?

Randy Krouse shared that the City of Milwaukee held a day of service with Milwaukee Public Schools in which Arborists removed a tree and demonstrated climbing techniques to high school students. The event attracted local media coverage.

August Hoppe shared that he and other sponsors held an information session on the registered apprenticeship with employers in the Madison area.

Randy Krouse shared that the Arborists received a grant from the Department of Natural Resources for an outreach campaign, "A Career Above Ordinary," which includes a webpage, posters, and fliers.

v. Revisiting the role of the state committee

Owen congratulated the committee on being the first occupation new to registered apprenticeship to achieve significant participation statewide. He applauded the committee for sustaining its outreach efforts over three years. He shared that the committee has become a model for the Bureau to use when developing new registered apprenticeships for other occupations.

He commented that the initial three years of growth required the committee to be meet often and revise the program frequently to increase its accessibility to employers. The committee revised the program once a year for the past three years. Now that the program has been revised to the committee's satisfaction and more employers are using it, he emphasized that the committee must slow its pace to meeting twice a year and making decisions at the meetings, not before. The state committee structure is designed to be as inclusive and representative as possible, and meeting twice a year is an aggressive schedule, considering the number of stakeholders involved.

The state committee agreed and congratulated each other on their success.

**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; other 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 a very successful endeavor because its occupations work across all other sectors; the Bureau will conduct outreach efforts to recruit IT sponsors and apprentices soon.

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. 27<sup>th</sup> Biennial Apprenticeship Conference Follow-Up**

Josh reported that the 27<sup>th</sup> 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 28<sup>th</sup> Biennial Conference for early 2021. The location and venue are pending.

Attendees did not have questions or comments.

**e. Updates to [www.WisconsinApprenticeship.org](http://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 because 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 salary.

Josh encouraged attendees to review their organizations' information, submit updates, and test the site for any potential improvements.

Attendees did not have questions or comments.

**f. Department of Corrections registered apprenticeships**

Josh explained that the Bureau is enhancing registered apprenticeship opportunities within the state's correctional system after an inspiring tour of Ohio's correctional facilities. Wisconsin has 42 apprentices in correctional facilities; Ohio has 2,400.

Josh introduced Liz Pusch, a former Apprenticeship Training Representative now working as the Bureau's Program and Policy Analyst in charge of developing programs with Wisconsin's Department of Corrections (DOC).

Liz summarized several key facts about registered apprenticeships within correctional facilities. First, 90% of offenders are released, so the correctional population is a large talent pool that is worth training and employing. Most programs are offered through minimum security facilities, provide up to 60% of the training in the facility, and then release participants to complete the rest. Many companies currently employ offenders on work release. The Bureau's role is to facilitate partnerships between the DOC and sponsors so the training meets industries' needs and industries see the value of training and employing offenders.

Second, registered apprenticeships are selective opportunities within the facilities; individuals are selected based on aptitude, interest, and parameters of offense.

Third, DOC has trained registered apprenticeships for a while, and this initiative expands on that base. DOC has offered correctional officers, carpenters, horticulturalists, and cooks; DOC then added machining, masonry, and welding; and now it is expanding further into building maintenance and construction, and considering pre-apprenticeships, too. Much of the training is provided through the Wisconsin Technical College System and is the same instruction as apprentices receive.

The state committee commented that the following training would position offenders well:

- Landscaping
- Identifying trees and shrubs
- Obtaining a valid driver's license

**h. 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**

Betsy Leonard and Nancy Nakkoul reviewed the written update and the WTCS Apprenticeship Completer Report.

7. Participants included eight sponsors and 43 apprentices with a contract in active or unassigned status on May 1, 2019.
8. The committee asked the Bureau to schedule the next meeting via electronic survey.
9. The meeting adjourned at 12:10 p.m.

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



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Tony Evers, Governor  
Caleb Frostman, Secretary  
Chytania Brown, Division Administrator

May 10, 2019

TO: State Arborist Apprenticeship Advisory Committee  
Members & Consultants

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

SUBJECT: State Arborist Apprenticeship Advisory Committee Meeting

DATE: Tuesday, May 14

TIME: 10:00 AM

PLACE: Milwaukee Area Technical College – Mequon Campus  
5555 Highland Road, Room A129  
Mequon, WI 53092

#### TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the current roster.
4. **Old Business**
  - a. Follow-up items from previous meeting
    - i. **For action:** approve the draft minutes
    - ii. **For action:** expand the size of the committee?
    - ii. **For action:** revisions to state Exhibit A and job book
    - iv. How are outreach activities proceeding?
    - v. Revisiting the role of the state committee
  - b. Implementing revisions to CFR 29.30 (AA/EEO requirements)
  - c. Federal grants to expand "registered apprenticeship"
  - d. 27<sup>th</sup> Biennial Apprenticeship Conference Follow--Up
  - f. Updates to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)
  - g. Department of Corrections registered apprenticeships
  - h. Other
5. **New Business**
  - a. 2019 National Apprenticeship Week
  - b. BAS personnel changes
  - c. Other

7. WTCS Update
8. Review the program participants.
9. Schedule the next meeting.
10. Adjourn.

# 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

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

# 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"> <li>1. During apprenticeship application process</li> <li>2. After acceptance into program, but before start date</li> </ol>



## 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*
<b>All WAGE\$ Occupations</b>		427	16 (4%)	60 (14%)
		Current Count	Female	Minority & Race / Ethnicity*
<b>Industrial Manufacturing Technician</b> 18 Completed 19 Cancelled (18%)		106	10 (9%)	32 (30%)
<b>IT Service Desk Technician</b>		2	0 (0%)	0 (0%)
<b>Maintenance Technician</b> 9 Completed 35 Cancelled (15%)		231	3 (1%)	22 (10%)
<b>Mechatronics Technician</b> 12 Cancelled (19%)		63	1 (2%)	5 (8%)
<b>Software Developer</b>		2	2 (100%)	0 (0%)
<b>Welder / Automated Welding &amp; Fabricator</b> 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
<b>Year One Totals</b>		<b>528</b>	<b>\$110,520.09</b>	<b>\$558,356.80</b>
Completion	19		\$199,208.76	\$1,148,242.04
<b>Completion Totals</b>		<b>441</b>	<b>\$199,208.76</b>	<b>\$1,148,242.04</b>
<b>Report Totals</b>		<b>969</b>	<b>\$309,728.85</b>	<b>\$1,706,598.84</b>





## **WTCS System-Wide Activity Update March 2019**

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### **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
<b>Construction Sector Apprentice Related Instruction</b>																
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																
<b>Industrial Sector Apprentice Related Instruction</b>																
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																
<b>Service Sector Apprentice Related Instruction</b>																
Arborist																
Barber/Cosmetologist																
Cook/Chef																
Dairy Grazier																
Electrical Line Worker																
Funeral Director																
Metering Technician																
Substation Electrician																
Wastewater Treatment Operator																

**Report Name** COM-01 State Committee  
Report - Industrial & Service

Wisconsin Bureau of Apprenticeship Standards



**Refresh Date** 5/6/19 2:28 PM

## State Committee Report State Arborist Committee

This summary counts employers and apprentices with a contract active or unassigned on 5/1/2019 in trade(s) associated with this committee.

Report is based on apprentice contracts where:

- Status is 'Active' or 'Unassigned'.
- Contract sector is 'Industrial' or 'Service'.
- Contract trade code matches a trade code assigned to committee.
- Contract sponsor is the employer.

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

Trade	Total # of Sponsors	Total # of Apprentices	Of Total Apprentices in Column 3, # who are...			
			Minority		Females	
			#	%	#	%
1	2	3	4	5	6	7
<b>Report Total</b>	<b>8</b>	<b>43</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>4.7</b>
Arborist (340868401801)	8	43	3	7.0	2	4.7