



**Approved Minutes of the
Wisconsin Apprenticeship Advisory Council
to DWD, Bureau of Apprenticeship Standards &
Wisconsin Technical College System Board**

May 21, 2019

Madison Area Steamfitters Training Center
Madison, WI

Members Present	
Barker, Daniel	Ariens Company
Branson, Dave	Building Trades Council, Madison
Cook, Jim	NECA-IBEW Electrical Apprenticeship
Daily, Michael	United Steel Workers District 2
Daniels, Renee	Northcentral Workforce Development Board
Emrick, Leigh	Associated Builders & Contractors of WI
Griffith, Tracey	WI Transportation & Builders Association
Grohmann, Gert	Associated General Contractors, Milwaukee
Hayden, Terry	Wisconsin Pipe Trades Association
Hellenbrand, Callie	Alliant Energy
Hurt, Henry	Hurt Electric
Jacobson, Gene	PDC Electrical Contractors
Kessenich, Mark	WI Regional Training Partnership
McHugh, Shawn	Wisconsin Operating Engineers
Mortenson, Brandon	IAMAW District 10
O'Neill, Hollie	IBEW 2150, WI Electrical Power
Reader, Chris	Wisconsin Manufacturers & Commerce

Members Absent	
Anthony Jr., Ruben	Urban League
Kindred, Brent	WI Department of Public Instruction
Pfannerstill, Kathleen	Toolcraft Co., Inc.
Wieseke, Mark	UAW, Region 4
Consultants and Guests	
Crary, Cathy	Bureau of Apprenticeship Standards
Fish, Andrew	State Council of Carpenters
Johnson, Joshua	Bureau of Apprenticeship Standards
Kasper, Andrew	Bureau of Apprenticeship Standards
Krouse, Randy	City of Milwaukee Forestry
Morgan, Karen	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Vang, Long	Bureau of Apprenticeship Standards
Seeley-Schreck, Chrystal	Wisconsin Technical College System

1. Call to Order

The meeting was called to order at 10:10 a.m. by Co-chair Terry Hayden. Mr. Andrew Fish of the State Council of Carpenters was introduced to the attendees.

2. For Action: review and approve minutes of the previous meeting

Action: a motion to approve the minutes as written was made by Mr. Dave Branson, seconded by Mr. Michael Daily, and passed by the Council.

3. Topic: A Three-Year Perspective on the Growth of the Arborist Registered Apprenticeship

Owen Smith explained that the Arborist registered apprenticeship has been the most successful registered apprenticeship in a new industry. The program achieved statewide participation over three years, an effort that required extensive outreach by industry stakeholders. One of the key proponents of the program has been Mr. Randy Krouse, Urban Forestry District Manager for the City of Milwaukee. He also serves as the Co-Chair of the State Arborist Apprenticeship Advisory Committee.

Owen concluded that the growth of the Arborist registered apprenticeship provides many helpful lessons for the Bureau and the Council about the collaboration and time required to grow a new registered apprenticeship programs across the state. Owen introduced Mr. Krouse.

Mr. Krouse briefly discussed the Arborist occupation and the reasons many employers and state and national industry organizations developed registered apprenticeship programs. He emphasized the occupation requires high skill in operating a chainsaw, operating a chipper, climbing trees, and rigging loads. As such, the occupation has a high risk of injury and practices safety extensively. He noted the occupation also performs plant health care; such as, diagnosing and treating tree and shrub diseases.

Mr. Krouse reviewed the annual totals of sponsors and apprentices in the program since its inception in 2016. The totals increased each year following minor revisions to the content and extensive outreach by employers and the state industry organization, the Wisconsin Arborist Association.

He reported that the City of Milwaukee received a grant from the Department of Natural Resources to promote the occupation. The resulting campaign, "A Career Above Ordinary," includes a website, posters, and advertisements. The pieces ask the readers to visit the website to learn more about the occupation, the required skills, and employment and training opportunities.

Mr. Krouse shared that the critical factors that lead to the program's growth were the patience

and extensive outreach. Several companies involved in developing the statewide program volunteered their own time to present at industry conferences, host information sessions with colleagues, answer questions, and coordinate outreach efforts between states. The efforts paid off over time; awareness and trust in the program grew gradually.

Owen thanked Mr. Krouse and opened the floor to attendees for questions.

Ms. Renee Daniels asked whether the program will expand to municipalities. Mr. Krouse replied, yes; municipalities often employ Arborists. The City of Milwaukee Forestry Division is an excellent example of how the program can meet the training needs of municipalities. Like the City of Milwaukee, large municipalities may be able provide related instruction in-house. Regardless of the municipality's size, the program fits the job descriptions of Arborists in many municipalities.

Mr. Mark Kessenich ask how wages compare between public and private sponsors. Mr. Krouse replied that the rates are comparable but public sponsors, such as municipalities, commonly offer different benefit packages.

Mr. Mike Daily asked if Arborists are required to perform maintenance tasks on their equipment. Mr. Krouse replied, yes. The registered apprenticeship requires Arborists to perform field maintenance on their equipment. More substantial maintenance is often performed by maintenance-only personnel.

The Council thanked Mr. Krouse for his presentation.

4. State Apprenticeship Council Alliance

Co-Chair Hayden reported that more state apprenticeship councils have joined the Alliance, and more are expected. Many state council representatives recently attended a legislative conference in Washington D.C. to discuss the next steps in organizing the Alliance. After, the representatives met with Mr. John Ladd from the Office of Apprenticeship, U.S. Department of Labor, and staffers of Senator Reed from Rhode Island and Senator Tammy Baldwin of Wisconsin. All conversations included three topics: how to further the role of the Alliance; how to develop and share best practices across states; and concerns that industry-recognized apprenticeship programs (IRAPs) may take financial and staff resources away from registered apprenticeship.

The Alliance will meet again at the summer conference for the National Association of State and Territorial Apprenticeship Directors (NASTAD), June 24-25, in Montana. This will begin the Alliance's plan to always meet with NASTAD at their annual meetings. The June meeting will include discussions about organizing the Alliance as a 501c, so it can apply for grants.

Karen reviewed that when the WI Apprenticeship Advisory Council first discussed the Alliance, the Alliance wasn't just an organization for co-chairs of advisory councils—members

were welcome, too. Co-Chair Hayden confirmed that the Alliance is open to council chairs of members. Ms. Morgan invited members interested in the Alliance to come to Montana in June.

5. For action: Wisconsin Pre-Apprenticeship Readiness Programs

a. For action: "ASAP Pre-Apprenticeship Training Program" by Findley Corporation

Ms. Morgan reported that this program uses curriculum for National Career Readiness Certificate, which covers many foundational competencies of many construction occupations. The training is delivered at night to make it accessible for working adults. The application was completed well; Associated Builders & Contractors signed on as a registered apprenticeship sponsor; and the instructors are well qualified. The Bureau did not have concerns with the application.

Ms. Morgan called for questions and comments. The Council had none.

***Action:** a motion to approve the application was made by Mr. Jim Cook, seconded by Mr. Dan Barker, and approved by the Council. Ms. Leigh Emrick abstained.*

b. For action: "Welding Pre-Apprenticeship" by Manufacturing Works

Ms. Morgan explained that the program will be delivered in Menomonee, WI, in partnership with the job center and workforce development resource training center and will use technical college facilities. Welding is a clear pathway to registered apprenticeship; welding is used in many manufacturing and construction occupations. The instructors are well-qualified, too.

Ms. Daniels supported the concept of this program but expressed concern that the length, 120 hours, may be insufficient. Her board had two machine tool pre-apprenticeships approved by the Council, and each included more than 10 credits.

Mr. Dan Barker concurred with Ms. Daniels. The program has many positive components, but the hours for hands-on welding practice could be more robust.

Mr. Mark Kessenich suggested that the Council needs to be clear about whether pre-apprenticeship programs prepare graduates for the general workforce or registered apprenticeships. He argued that that the "missing element" isn't necessarily the hours; due to the short duration of many pre-apprenticeships, participants should be expected to know fundamentals, but not be fully trained. Instead, the "missing element" is the program does not move graduates into the structured learning experience of a registered apprenticeship. Ms. Morgan replied that the purpose of pre-apprenticeship programs is to prepare participants for registered apprenticeships, not the general workforce.

Mr. Gert Grohmann agreed with Ms. Daniels and Mr. Barker; the curriculum does not expose participants to welding, such as stick welding. Participants do not need to become proficient, but they need exposure.

Co-Chair Hayden and Ms. Seeley-Schreck concurred. The program is a welding program by name and has no welding. In addition, the program goals state graduates will have the opportunity to earn two credits, but it's unclear how. Ms. Morgan replied that "opportunity" reflects the fact that credit is always at the discretion of registered apprenticeship sponsors.

Mr. Chris Reader commented that the memorandum of understanding between the program and the registered apprenticeship sponsor, Paragon Steel, states the sponsor is helping with the curriculum. He supported adding a few hours to the program but prefers to give the benefit of the doubt to the sponsor that this training is needed for its recruitment and retainment.

Mr. Mortenson commented that it may be helpful to review the objectives for certified pre-apprenticeship programs because over the course of reviewing many applications, the purpose seems to have broadened from preparing participants for registered apprenticeships to workforce training.

Ms. Morgan replied that the purpose is to prepare participants for the industry, not a single employer, but in this case the employer has signed on, which makes the application different.

Mr. Gene Jacobsen suggested the Council may want to consider establishing a required minimum length for pre-apprenticeships because high school career and technical education classes include more welding than this program. He concurred that this program should increase its hours.

Co-Chair Hayden called for a vote. Ms. Morgan summarized that the Council seems to prefer to send the application back to increase the welding hours and processes. Lacking welding may diminish the integrity of the credential. Mr. Kessenich expressed concern that sending the application back may hold up the companies participating in the program.

***For action:** a motion to deny the application, ask that welding components be added, and have the Council Co-Chairs review revisions prior to the next meeting was made by Ms. Daniels, seconded by Mr. Hurt, and approved by the Council.*

c. "Manufacturing Pre-Apprenticeship" by Sheboygan Area Youth Apprenticeship Consortium

Ms. Morgan explained that this program utilizes youth apprenticeship skills checklist and curriculum, which the Bureau has access to, so those documents were not attached to the application. The registered apprenticeship sponsor is Sargento's.

Mr. Barker commented that this program is not any different from a standard youth apprenticeship and he doesn't see a link to a specific registered apprenticeship, only

"maintenance." He stated that he struggled to make a connection to registered apprenticeship. Ms. Morgan replied that youth apprentices are not trained towards a specific registered apprenticeship; instead, they are provided a broad introduction to foundation competencies that apply to multiple occupations. Mr. Barker asked why all youth apprenticeships are not pre-apprenticeships. Ms. Morgan replied that they technically are, but the Bureau decided to make youth apprenticeships apply for certified pre-apprenticeship status, and most pass unless something is glaringly wrong.

Ms. Morgan suggested there is no reason to deny this program. Its status as a youth apprenticeship program does not mean it is accepted automatically; she prefers the Council reviews it, as subject matter experts.

Mr. Cook asked if there is a relationship between the approval processes for youth apprenticeship and certified pre-apprenticeships. Ms. Morgan replied that the approval processes are separate because the target audiences do not always overlap. For example, not all youth apprenticeship consortia are as tied to registered apprenticeship as others are, and not all pre-apprenticeship programs are for high school students. Ms. Nancy Kargel added that youth apprenticeship programs do not need to be directly linked to a registered apprenticeship sponsor to be approved as a youth apprenticeship program; pre-apprenticeship programs must demonstrate that link to be approved.

Mr. Jacobsen asked whether the Bureau could have simply approved this program without bringing it to the Council. Ms. Morgan replied, yes, but she preferred the Council review it as subject matter experts. She agreed that perhaps a separate approval process could be developed for youth apprenticeship programs that apply to be certified pre-apprenticeship programs.

***For action:** a motion to approve the program was made, seconded by Ms. Hollie O'Neill, and passed by the Council.*

d. CNC Pre-Apprenticeship by WI Department of Corrections (DOC)

Ms. Morgan explained that this is the Bureau's first attempt at creating a pre-apprenticeship with the DOC. This program partners with Gateway Technical College.

The Bureau and DOC have collaborated on programs for many years; such as, culinary arts and horticulture. The on-the-job learning is completed in the institution or on work-release. The related instruction is completed in-house, often with technical college instructors. Participants are registered as apprentices; if they complete their sentence before completing their training, they receive an interim credential and documentation on the requirements they met, so they can work with re-entry coordinator to be hired as an apprentice and complete the training.

Liz Pusch explained that the training is three months long and includes 546 hours of related instruction. Participants work with area employers in Racine that hire ex-offenders. The training is already operating; the Bureau is formalizing it to ensure participants can earn an interim credential and a completion certificate from Gateway Technical College.

Mr. Reader shared that he toured training facilities in a medium-security prison last month. The participants were learning lots of "cool stuff; such as, woodworking, welding, and maintaining small engines. The facility offered many great short-term training programs. However, the programs lacked connections to employers. This idea of improving connections between employers and DOC has been on many organizations' minds for a while.

Mr. Kessenich concurred that workforce training programs with the DOC are excellent opportunities. But he reminded the Council that its purpose and the purpose of certified pre-apprenticeship programs are improving pathways to registered apprenticeship, not workforce training in general.

Mr. Johnson noted that this program was supported by the State Machine Tool Apprenticeship Advisory Committee.

For action: a motion to approve the program was made by Mr. Jim Cook.

Ms. Daniels voiced concern that some employers in her area are hesitant to embrace registered apprenticeship opportunities for ex-offenders. She asked Mr. Reader how the Wisconsin Manufacturers and Commerce might help. Mr. Reader replied that the WMC is "moving into that realm." He acknowledged many employers in general, and especially in rural areas, may be hesitant to hire workers with a criminal record. Additionally, rural areas may provide special challenges in terms of travel and lack of resources. However, overall, the lack of qualified applicants necessitates employers explore all possible pools of qualified applicants. He applauded this program's efforts.

For action: Co-Chair Hayden noted the motion made by Mr. Cook. The motion was seconded by Mr. Reader, and passed by the Council.

e. For action: Review and approve Certified Pre-Apprenticeship Monitoring Guide

Ms. Morgan reviewed that when the Bureau introduced the concept of the Council certifying pre-apprenticeship programs, she did not include monitoring or post-certification review because most pre-apprenticeship programs are funded externally and the Bureau commonly does not have a horse in the race except recently through the state expansion grant. However, since the Council began reviewing and approving pre-apprenticeship programs, the Council has frequently suggested developing a post-certification review to ensure programs continue to meet the requirements. She asked the Council for suggested practices, such as tracking whether graduates register as apprentices.

Ms. Daniels shared that tracking graduates' employment outcomes may be difficult because companies may employ graduates in helping capacities.

Mr. Grohman suggested "trusting but verifying," i.e. trust that programs will meet the outputs they state in their applications but verify at least once after the program is certified. If the outputs match, good; if not, the Bureau could provide technical assistance.

Mr. Kessenich voiced support for ensuring programs continue to meet the requirements, but he cautioned that monitoring programs and tracking graduates' employment outcomes would take staff and financial resources.

***Action:** Ms. Morgan stated the Bureau would send this matter to the appropriate Council subcommittee and invite Mr. Kessenich because he is very experienced with pre-apprenticeships.*

c. Discuss new materials from State of Oregon Certified Pre-apprenticeship Program

Ms. Morgan reviewed that the Bureau modeled its pre-apprenticeship certification guidelines after guidelines from the U.S. Department of Labor and more extensive guidelines developed by the State of Oregon. Since then, the federal guidelines have not changed, but the State of Oregon revised their policies and procedures because pre-apprenticeship was included in federal grants. She commented that she believes reviewing the new material would be helpful, but she prefers that the resulting policies keep the certification requirements for pre-apprenticeships looser than those for registered apprenticeship.

She asked the Council whether it should review the new materials to determine whether they apply to Wisconsin's program. Mr. Hurt suggested that the material be reviewed by the appropriate subcommittee.

***Action:** the material will be reviewed by the Equal Access Subcommittee.*

6. Implementation of DWD 296

a. Status report from the Policy & Standards Sub-Committee

Ms. Morgan reported that this subcommittee was tasked with recommending various policies and activities related to the implementation of DWD 296. The subcommittee met twice since the Council's last meeting. Andrew Kasper is the new Program and Policy Analyst working with the implementation, explained that the Governor's Office, the president of the state senate, and the speaker of the state assembly approved the revisions. The revisions were then sent to the Assembly Committee on Workforce Development, which has 45 days to review the material.

Mr. Andrew Kasper added that the Assembly Committee has 45 days to review the material and 30 days to take action. If the committee would schedule an action, it would receive an

additional 30 days to implement it. The review period for the Assembly and Senate committees ends around June 1. If a hearing is needed, the revisions would go to the Joint Committee for Review of Administrative Rules (JCRAR).

The Council subcommittee is preparing recommendations for the full Council, which are included in the meeting material. For example, every sponsor will need to have an AA/EEO contact. The subcommittee is discussing what that may mean. The Bureau decided that when it establishes a new sponsor or occupation for an existing sponsor, the Bureau will ask the employer to identify the AA/EEO contact. Sponsors may have more than one point of contact.

Second, every employer must have anti-harassment training for all individuals involved with its apprenticeship programs, e.g. journey workers, apprentices, instructors, and staff. The subcommittee reviewed the online anti-harassment training developed by the U.S. Department of Labor; a face-to-face training manual is available from DOL, too. The subcommittee is considering whether to recommend employers use the DOL training or develop a similar training unique to Wisconsin. Karen emphasized that the Bureau will allow employers to substitute their own anti-harassment training for the federal training; many employers have similar training in their onboarding process.

Mr. Hurt asked how the Bureau will verify employers have provided the training. Ms. Morgan replied that she asked that question to the DOL and had not received guidance at the time of this meeting. Apprenticeship Training Representatives do perform quality assessments for employers to ensure they are operating their programs in compliance, so the Bureau may add a section to that form.

Third, all employers must perform universal outreach and recruitment. The subcommittee developed an AA/EEO recruitment resource guide that identifies diversity resources throughout the state.

Fourth, the DOL provided a map that sponsors can use to find appropriate resources. The subcommittee declined to use the map because it was unable to be modified. So, the subcommittee preferred the Bureau create a Wisconsin map for AA/EEO purposes.

Action: a motion to approve the packet was made by Mr. Barker, seconded by Co-Chair Hayden, and passed by the Council.

Every employer will be required to use the AA/EEO pledge poster that explains to apprentices how they can file a complaint and with whom. Employers can add their logo to the poster. The subcommittee recommended the poster be available for download on the BAS website.

Action: the matter was forwarded to the subcommittee for further discussion.

b. Sponsor Outreach and Education

Ms. Morgan explained that the subcommittee suggests doing four to six sessions throughout the state, as well as webinars as an option geared towards, with webinars as an option in the event of inclement weather.

Mr. Jacobsen recommended conducting at least the first session in person, so employers have the opportunity to see the presentation and ask questions more easily.

7. WTCS Update

Ms. Seely-Schreck reported that the WTCS received a Fast Forward Wisconsin grant to support curriculum development and direct classroom support, which will assist courses during periods of low enrollment. She also reviewed the updated list of active programs by college.

8. BAS Update

a. Youth Apprenticeship Update

Ms. Cathy Cray presented highlights and statistics on youth apprenticeship enrollment and activities since the Council's last meeting.

The state Youth Apprenticeship program currently has 5,634 youth apprentices across more than 55 career pathways. The program recently implemented a new outreach campaign which included a modernized logo, professional outreach material, and an upgraded website.

Attendees thanked Ms. Cray for her update.

b. 27th Biennial Conference-Final Report

Ms. Morgan reported that the Conference was an overall success. It was not the most attended conference, but attendance was more than expected. Attendees provided favorable feedback, especially on the diversity of topics; such as, youth apprenticeship and pre-apprenticeship

The Bureau will now resume hosting the Wisconsin Apprenticeship Conference on a biennial schedule. The next conference will be in 2021. The Bureau already began researching potential locations. Only a few venues can satisfy the space and participant requirements.

Co-Chair Hayden thanked Ms. Morgan for her report and the Bureau's work planning the conference.

c. Grants Update

i. American Apprenticeship Grant

Ms. Morgan reported that the WAGE\$ grant is progressing well. The Bureau has met nearly all performance targets except total enrollments in registered apprenticeships created for new

sectors. That is to be expected, though, because industries are often slow to adopt their first registered apprenticeship. The grant has launched programs in two new sectors: healthcare and information technology. In addition, one new occupation was developed in advanced manufacturing, Mechatronics Technician. Also, several newer programs previously developed in manufacturing were expanded statewide.

ii. State Expansion Grants

Ms. Morgan reported that the Bureau received Round 2 for the State Expansion and has applied for the next Round of the Expansion Grants.

d. Apprenticeship Day at the Capitol

Ms. Morgan indicated that the Council had previously discussed coordinating an Apprenticeship Day with state legislators at the Wisconsin Capitol. The event was conceptualized as an opportunity for registered apprenticeship sponsors and advocates to discuss the economic importance of registered apprenticeship to various industries with elected officials and their staff. It was initially planned to be held in the fall of 2018. However, planning efforts were postponed due to the gubernatorial election and transition.

The department is now planning the event for the week of November 11, as part of National Apprenticeship Week. The event will be coordinating and conducted by Council members and the Apprenticeship LEADERS.

9. Schedule the next meeting.

The Council tentatively scheduled its next meeting for September 17th at 10:00 a.m. The location will be determined later.

- 10.** The Council adjourned at 2:55 p.m. Ms. Daniels announced that she will retire in June. She thanked the Council for her time of service. The Council thanked Ms. Daniels for her contributions.

Submitted by

Owen Smith, Program and Policy Analyst