

Approved Minutes of the  
**Heat & Frost**  
State Apprenticeship Advisory Committee

**April 28, 2022**

**10:00 a.m.**

Department of Workforce Development, Madison, with Virtual Option

<b>Members Present</b>	<b>Employer / Organization</b>
Large, Brett (Co-Chair)	Heat & Frost Insulators Local 19
Skic, Mark	Taylor Insulation
Wicke, Jeremy	Local 127 Heat & Frost
<b>Members Absent</b>	<b>Employer / Organization</b>
Peot, Roger (Co-Chair)	Insulation Industries
Potter, Robert	Heat & Frost Insulators Local 19
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Guerrera, Candy	WRTP/BIG STEP
Johnston, Stephanie	WRTP/BIG STEP
Polk, David	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards

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1. The meeting was called to order at 10:03 a.m. by Co-Chair Brett Large, in conformity with the Wisconsin Open Meeting Law.
  2. Attendees introduced themselves. Mr. Smith record attendance. A quorum was not present.
  3. The committee reported that the roster is current.
  4. **Action:** The committee approved the minutes as written.

**5. Discussions**

**a. BAS Director's Call with State Committees**

Director Polk reviewed that the Bureau convened the first Director's Call with State Committees this spring. The objective was to share all updates pertinent to most or all committees in a single, virtual forum. As a result, each state committee's meetings will focus on its unique needs.

He noted that the forum was approved by the WI Apprenticeship Advisory Council. He asked the state committee for feedback to share with the Council.

The state committee supported the Director's Call. Members appreciated the efficient format and more focus meetings.

**b. Modified format of state committee meetings**

Director Polk and Mr. Smith reviewed that the agendas will focus on the committee's unique needs and will always include time to revisit topics from the Director's Call or discuss items not listed on the agenda, if needed. They noted that, depending on the agenda, meetings may be shorter.

The state committee supported the streamlined agenda and virtual option.

**c. Pending review of Wisconsin Apprenticeship Manual**

Director Polk reported that the *Manual* was reviewed and approved by the Council's Policy and Standards Subcommittee. It will be reviewed by the full Council in June. Once the Council approves the revisions, it will become an official working draft and a 90-day public comment period will begin. After the 90-day public comment period, all input will go back to the subcommittee and the Council for final approval.

Director Polk added that the Bureau will make the original version, revised version and a summary of changes available electronically.

Attendees did not have questions or comments.

**d. Subsequent review of state committee standards**

Mr. Smith explained that the *Manual* provides the boilerplate language that constitutes 90% of the each state committee's state standards. Therefore, once the *Manual* is approved, BAS will update all state standards accordingly. He emphasized that the state committee's unique policies—such as its Exhibit A—will not change. Rather, those are always available for the committee to review at its discretion.

Attendees did not have questions or comments.

**e. Other**

Attendees did not have questions or comments.

6. Attendees reviewed the participant report and did not have questions or comments
7. The meeting adjourned at 10:45 a.m. The Bureau will schedule the next meeting via electronic survey.

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*Submitted by Owen Smith, Program & Policy Analyst*

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STATE OF WISCONSIN



Department of Workforce Development

**Tony Evers**, Governor  
**Amy Pechacek**, Secretary-Designee  
**Michele Carter**, Division Administrator

April 27, 2022

**TO:** State Heat & Frost Apprenticeship Advisory Committee Members and Consultants

**FROM:** Owen Smith, Bureau of Apprenticeship Standards; [Owen.Smith@dwd.wisconsin.gov](mailto:Owen.Smith@dwd.wisconsin.gov)

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

**DATE:** Thursday, April 28, 2022

**TIME:** 10:00 AM

**VIRTUAL:** [Join the virtual committee meeting](#)  
Audio Only: 608-571-2209  
Audio Code: 704 611 758#

#### **TENTATIVE AGENDA**

1. Call the meeting to order.
2. Record attendees.
3. Review the roster.
4. **Action:** approve the minutes.

#### **4. Discussions**

- a. BAS Director's Call with State Committees
  - b. Modified format of state committee meetings
  - c. Revisions to the *Wisconsin Apprenticeship Manual*
  - d. Revisions to state apprenticeship standards
  - e. Other
6. Review the program participants.
  7. Adjourn.



**Report Name** COM-01 State Committee  
Report

**Refresh Date** 4/27/22 1:47 PM

Wisconsin Bureau of Apprenticeship Standards

## State Committee Report



This summary counts employers and apprentices, between 4/27/2022 and 4/27/2022 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
Report Total	54	1	1.9	3	5.6	51	94.4	3	5.6	16	14	87.5	2	12.5
Insulation Worker (Heat & Frost) (0186336401402)	54	1	1.9	3	5.6	51	94.4	3	5.6	16	14	87.5	2	12.5

**Report Name** COM-01 State Committee  
Report

**Refresh Date** 4/27/22 1:47 PM

Wisconsin Bureau of Apprenticeship Standards

## State Committee Report by Sponsor & Occupation



This summary counts employers and apprentices, between 4/27/2022 and 4/27/2022 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>54</b>	<b>1</b>	<b>1.9</b>	<b>3</b>	<b>5.6</b>	<b>51</b>	<b>94.4</b>	<b>3</b>	<b>5.6</b>	<b>16</b>	<b>14</b>	<b>87.5</b>	<b>2</b>	<b>12.5</b>
<b>ABC of Wisconsin (All)</b>	<b>3</b>	<b>0</b>	<b>0</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) (0186336401402)	3	0	0	1	33.3	0	0	3	100.0	2	0	0	2	100.0
<b>Northern WI Area Heat &amp; Frost JAC</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Insulation Worker (Heat & Frost) (0186336401402)	18	0	0	0	0	18	100.0	0	0	8	8	100.0	0	0
<b>Southern WI Heat &amp; Frost Insulators JAC</b>	<b>33</b>	<b>1</b>	<b>3.0</b>	<b>2</b>	<b>6.1</b>	<b>33</b>	<b>100.0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>100.0</b>	<b>0</b>	<b>0</b>
Insulation Worker (Heat & Frost) (0186336401402)	33	1	3.0	2	6.1	33	100.0	0	0	7	7	100.0	0	0