

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

April 13 2021
Virtual

Members Present	Employer / Organization
Harris, Tim	Buckley Tree Care
Hoppe, August	Hoppe Tree Service
Krouse, Randy	City of Milwaukee Forestry
Reince, Ben	Wachtel Tree Service
Members Absent	Employer / Organization
Welch, Jon	Crawford Tree & Landscape
Consultants & Guests	Employer / Organization
Badger, Richard	Bureau of Apprenticeship Standards
Christiansen, Roxanne	Milwaukee Area Technical College
Conklin, Olivia	Bureau of Apprenticeship Standards
Hoffman, Joe	Midstate Technical College
Leonard, Betsy	Wisconsin Technical College System
Mayek, Mandy	Mid-State Technical College
Nakkoul, Nancy	Wisconsin Technical College System
Popp, Corey	Bureau of Apprenticeship Standards
Rogers, Elton	Milwaukee Area Technical College
Sanborn, John	Eagle Tree Care
Smith, Owen	Bureau of Apprenticeship Standards
Wahl, Brian	Department of Natural Resources

1. The meeting was called to order at 1:03 p.m. by Randy Krouse, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Mr. Owen Smith, webinar host, recorded attendance. A quorum was present.
3. The committee reviewed the current roster. The committee clarified that Mr. Tim Harris is an Employee representative.

4. Action Items

a. Approve the minutes.

The committee approved the minutes as revised: Roxanne's last name was spelled incorrectly.

b. Expand the size of the committee.

Mr. Smith presented the ideal composition of a state committee: balanced between management and labor, private and municipal, large and small companies, geographic areas, and affiliations with industry organizations. He presented several options for the expansion of the committee.

A lengthy discussion followed on the pros and cons of expanding the state committee and the different methods. The Wisconsin Arborist Association asked if the Bureau could provide a list of all sponsors to the organization could identify its members. Mr. Smith declined, citing confidentiality; he advised the WAA that all industry organizations in registered apprenticeship are responsible for learning which members sponsor apprentices.

***Action:** The state committee approved a motion that BAS invite additional members, particularly municipalities; BAS will ask nominees to inform Mr. Hoppe if their company is a WAA member.*

c. Identify outreach activities for 2021.

Mr. Smith asked attendees whether a sponsor had an Arbor Day project that could be the subject of a press release and photo shoot.

The committee reported that no projects were suitable; Arbor Day celebrations will be virtual presentations due to the pandemic.

d. Review the Arborist Youth Apprenticeship.

Ms. Conklin reported that the Arborist youth apprenticeship will launch in July or September at the Wisconsin Arborist Association fall conference. She complimented the work group as "wonderful and easy to work with." The Arborist youth apprenticeship bridges cleanly to the registered apprenticeship.

5. Discussion Items

a. Registered apprenticeship during COVID-19

The state committee reported that on-the-job learning and related instruction are proceeding well. No technical assistance is needed.

b. Mandatory registration in BASERS, effective July 1, 2021

The state committee members reported their companies are registered in BASERS and process all contract actions through it. Some members reported that their administrative staff need further technical assistance with some actions.

c. Implementing revisions to CFR 29.30

Mr. Smith reported that the Wisconsin Apprenticeship Advisory Council approved the Bureau's revisions to the quality assessment review and affirmative action plan. The Bureau will release both documents to sponsors by summer, once the new Apprenticeship Training Representatives complete related training.

Attendees did not have questions or comments.

d. Biden administration bolsters support for registered apprenticeship

This item was not discussed due to time constraints.

e. National Apprenticeship Act of 2021

This item was not discussed due to time constraints.

f. Wisconsin Apprenticeship Completer Report

Ms. Nakkoul reviewed the latest report which presents employment, wage, and training satisfaction data on registered apprentices who completed their related instruction through the WTCS. She emphasized the following: apprentices' median annual salary and their overall satisfaction with their training increased since the last report; the report features the top ten highest-paying occupations, which will be statistically adjusted in the next report to account for a 40-hour work week; and the report features a table of employment, wage, and satisfaction data per occupation.

Attendees complimented the report and thanked Ms. Nakkoul.

g. Race and Registered Apprenticeship: RA's Role in Driving Equity

This item was not discussed due to time constraints.

h. Implementing Transition to Trainer and Preparing to Teach Transition to Trainer

Ms. Nakkoul reviewed the WTCS website that hosts the official guidance document for instructors and the schedule of upcoming courses required for certification. She emphasized that certified instructors must complete a three-hour refresher by December 31, 2021, to teach the new curriculum; individuals interested in becoming a new instructor must complete WTCS Teaching Methods (30-hours) and a six-hour version of Preparing to Teach Transition to Trainer. current instructors.

Attendees did not have questions or comments.

i. Reimbursements for employers and supportive services for apprentices

Mr. Smith reported that the official notices were sent to employers and apprentices, respectively. The notices include the eligibility criteria and points of contact. He encouraged attendees make their staff aware of the opportunities and to direct questions to the points of contact.

Attendees did not have questions or comments.

j. Applicant Outreach Campaign

This item was not discussed due to time constraints.

k. Apprenticeship Completion Award Program

This item was not discussed due to time constraints.

l. BAS leadership and personnel changes

Mr. Smith reported that new employees Ryan Herber and Raquel Nowak joined the bureau as Apprenticeship Training Representatives.

Attendees did not have questions or comments.

m. 2021 National Apprenticeship Week

Mr. Smith reported that if U.S. Department of Labor does not announce the national dates by summer, the Bureau will announce Wisconsin Apprenticeship Week for the week November 14.

Attendees did not have questions or comments.

7. WTCS Update

Ms. Nakkoul reported that the WTCS began a five-year cyclical review of related instruction. The project will review Arborist related instruction next year. The process will begin with a survey of instructors; the results will then be presented to the state committee for further input.

Mr. Elton Rogers stated that Arborist related instruction could be aligned with curriculum across the career pathway: youth apprenticeship, certified pre-apprenticeship, and associate degree classes.

8. Participants included 14 sponsors and 56 apprentices with a contract in active or unassigned status on March 30, 2021.
9. The Bureau will schedule the next meeting via electronic survey.
10. The meeting adjourned at 3:00 p.m.

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

March 30, 2021

TO: State Arborist Apprenticeship Advisory Committee

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

SUBJECT: State Arborist Apprenticeship Advisory Committee Meeting

DATE: Tuesday, April 13, 2021

TIME: 1:00 PM

PLACE: <https://dwdwi.webex.com/dwdwi/j.php?MTID=m4ad2e53c4ccd5e687cf93c9b03226655>
Mtg number: 145 113 8599
Password: U9GqB4mUf3v
Via phone: 1-855-282-6330 US TOLL FREE
Access code: 145 113 8599

TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the current roster.
4. **Action Items**
 - a. Approve the minutes.
 - b. Expand the size of the committee.
 - c. Identify outreach activities for 2021.
 - d. Review the Arborist Youth Apprenticeship.
5. **Discussion Items**
 - a. Registered apprenticeship during COVID-19
 - b. Mandatory registration in BASERS, effective July 1, 2021
 - c. Implementing revisions to CFR 29.30
 - d. [Biden Administration Bolsters Registered Apprenticeship](#)
 - e. [National Apprenticeship Act 2021](#)
 - f. [Wisconsin Apprenticeship Completer Report](#)
 - g. [Race and Registered Apprenticeship: RA's Role in Driving Equity](#)
 - h. Implementing Transition to Trainer and Teaching Transition to Trainer
 - i. Supportive services and OJL reimbursement for registered apprentices
 - j. Applicant outreach campaign and revisions to www.WisconsinApprenticeship.org

March 30, 2021

6. Discussion Items, continued

- k. Apprenticeship Completion Award Program
 - l. BAS leadership and personnel changes
 - m. 2021 National Apprenticeship Week
 - n. Other
-
- 6. WTCS Update
 - 7. Review the program participants.
 - 8. Schedule the next meeting.
 - 9. Adjourn.

Employment and Salary Data

2018-19 Apprenticeship Completion



1

Employment Location



Employment Location 2016-17



Employment Location 2017-18



Employment Location 2018-19



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Collaborate ♦ Transform

2



3



4

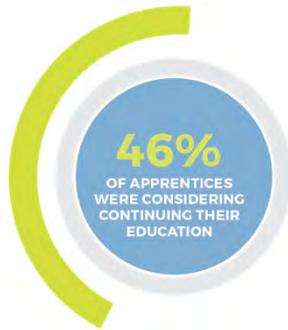
Continuing Education



2016-17 Apprenticeship Completers

2017-18 Apprenticeship Completers

2018-19 Apprenticeship Completers



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Collaborate ♦ Transform

5

Looking ahead...



- DWD-BAS will be reorganizing instructional program groups into new industry sectors: currently Construction, Industrial, and Service. This will at some point affect future version of the report, which WTCS will adapt to match DWD-BAS guidelines.
- Please keep WTCS in mind if you have captured apprenticeship-related imagery, especially regarding new apprenticeship programs and those featuring demographic minorities.
- Contact: nancy.nakkoul@wtcsystem.edu or dan.arneson@wtcsystem.edu

6

Distribution



- WTCS will be distributing a web link in lieu of printing a physical report this year, please bookmark and share widely the link to the electronic version of the most recent Apprenticeship Completion report, which again demonstrates strong outcomes and the value of Wisconsin's earn-while-you-learn apprenticeship model to individuals and employers. The link will be distributed to the following:
 - DWD - Bureau of Apprenticeship Standards
 - Wisconsin Apprenticeship Advisory Council
 - State Trade Committees (Apprenticeship Advisory)
 - WTCS Board Members
 - WTCS Apprenticeship Coordinators
 - College Marketing Teams
 - WI High Schools - Counselors

Online at: www.wtcsystem.edu->About Us->Publications and Resources

Direct Link: <https://www.wtcsystem.edu/2018-19-WTCS-Apprenticeship-Completer-Report>

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March 1, 2021

Dear Apprenticeship Sponsor:

Last summer, our agency advised you via letter that within one year, by July 1, 2021, all apprenticeship sponsors will be required to register in the Bureau of Apprenticeship Standards Electronic Registration System (BASERS) and use the interface to enroll incoming apprentices. At its February 9, 2021 meeting, the Wisconsin Apprenticeship Advisory Council affirmed its support for our agency's BASERS policy and the July 1 deadline.

Sponsors who have not yet registered in BASERS, or those who need further assistance using the platform, should contact their Apprenticeship Training Representative promptly. The ATRs can provide the necessary technical assistance to meet the July 1, 2021 deadline.

BASERS is an intuitive, self-service website for sponsors developed as part of a national initiative toward registered apprenticeship expansion and modernization. The ongoing COVID-19 pandemic has only underscored the benefits of conducting business through a virtual system like BASERS, which connects stakeholders across the state without the need for face-to-face contact.

The benefits of BASERS, once a sponsor has registered, are as follows:

- Faster creation and approval of contracts;
- Increased access to information about a sponsor's own program;
- The capacity to initiate and track contract actions such as cancellations, work assignments, and completions;
- The ability to ensure records are accurate before finalization.

Thank you for your continued support of Wisconsin Apprenticeship.

Sincerely,



Joshua A. Johnson, State Director
Wisconsin Apprenticeship

February 24, 2021

Dear Apprenticeship Employers:

The [link](#) is now live to access information on applying for on-the-job learning reimbursements through Wisconsin Apprenticeship grant funds. Follow the instructions offered in the [link](#) and review the information in this email regarding eligibility. The deadline for submitting questions regarding this announcement is March 5th at 2 p.m. CST. Awards may be made as soon as March 15th. Applications will be reviewed in the order in which they are received. Questions can be sent to our grants mailbox at dwdetgrants@dwd.wisconsin.gov.

The on-the-job learning reimbursements are part of a Wisconsin grant initiative, using federal grant funds, to help defray the extraordinary costs of training apprentices. Employers may be eligible for up to a \$1,000 reimbursement for each apprentice that they hired between July 1, 2019 and January 30, 2021, as long as the apprentice meets one of the following criteria:

- The apprentice previously completed a Wisconsin Youth Apprenticeship program in any career cluster; or
- The apprentice previously completed a state certified pre-apprenticeship program in any job sector. A detailed list of Wisconsin certified pre-apprenticeship programs can be found [here](#); or
- The apprentice was hired to work in the IT, Healthcare, Bio-Tech, Transportation, Agriculture or Financial Services sectors.

Employers may only receive one on-the-job learning reimbursement per apprentice that meets the qualifying criteria and cannot request reimbursement for the same apprentice more than once.

Thank you for being valued Wisconsin apprenticeship employers and sponsors.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship

Dear Wisconsin Apprentices:

Wisconsin Apprenticeship has federal grant funds available to provide supportive services to registered apprentices. Up to \$600 may be available to each Wisconsin registered apprentice to assist with the following apprenticeship-related costs:

- Uniforms or work clothing
- Tools
- Required physicals
- Books
- Test fees
- Mileage
- Bus passes
- Parking permits
- Childcare
- Rent & housing costs

Apprentices who began their apprenticeship between July 1, 2019 and March 31, 2022 are eligible. Reimbursements will be awarded to applicants through March 31, 2022, or until the funding runs out. Apprentices must contact the following organizations, according to location, to determine if they qualify:

**Milwaukee, Racine, Kenosha, Walworth,
Washington, Waukesha and Ozaukee
counties**

Employ Milwaukee
Jose Galvan
Jose.galvan@employmilwaukee.org
2342 North 27th Street
Milwaukee, WI 53210

**Office 414-270-1743
Cell 414-852-1914**

All other Wisconsin counties

South Central Workforce Development Board
Jeff Kennedy
jkennedy@wdbscw.org
3513 Anderson Street Ste 104
Madison, WI 53704

Office 608-249-9001 Ext. 230

Thank you for being valued Wisconsin apprentice.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship

ACAP Reimbursement Requests With Approvals Processed During (Time Period) - Summary

Apprenticeship Completion Award Program (ACAP)

Bureau of Apprenticeship Standards

Division of Employment and Training

3/2/21 08:40 AM

Filters Applied: Determination Date between 7/1/20 and 3/2/21, Fiscal Year(s)= FY21

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	21		\$97,137.35	\$328,547.82
Year One Totals		404	\$97,137.35	\$328,547.82
Completion	21		\$179,424.43	\$771,505.80
Completion Totals		329	\$179,424.43	\$771,505.80
Report Totals		733	\$276,561.78	\$1,100,053.62



WTCS System-Wide Activity Update February 2021

2021 WTCS-BAS Apprenticeship Completion Report

The 2021 WTCS-BAS Apprenticeship Completer Report is now available online. The report contains employment, wage and training satisfaction outcomes for apprentices completing their programs in 2018-19. It can be found here: <https://wtcsystem.edu/impact/publications/apprenticeship-completion-report/>

- Of the 1,195 completers surveyed, 365 (31%) responded. In the prior year report, 1143 completers were surveyed and response rate was 43%.
- Respondents reported a 95% satisfaction rate for on-the-job training and 97% for classroom instruction.
- Median salary across all trades increased to \$81,072, an increase of approximately \$800 more than the prior year.
- Respondents indicating an interest in continuing education beyond apprenticeship decreased from 44% last year to 35% this year.

MyWTCS Website Re-Design and Launch: New Apprenticeship Resources for [Preparing to Teach Transition to Trainer \(PT2TT2T\)](#)

MyWTCS is an intranet site for the Wisconsin Technical College System and stakeholders. Launched in February 2021, the newly re-designed site includes a new look and improved functionality and features, including additional apprenticeship resources such as the administrative guidance and teacher trainer course offerings for the Transition to Trainer course. The site can be found at: <https://mywtcs.wtcsystem.edu/>

New Proactive Approach to Revisions of Apprenticeship Related Instruction offered through the WTCS

Starting in 2021, the WTCS and BAS have adopted a 5-year cycle revision framework for all systemwide apprenticeship curriculum where related instruction is offered at more than one WTCS college. Approximately sixty systemwide apprenticeship programs have a documented curriculum standard model that will form the foundation for review of program and course outcomes and competencies. Apprenticeship faculty, industry sponsors and State Apprenticeship Trade Advisory Committees will be engaged in the review process. This proactive approach will ensure that learning remains current with industry needs and technological advancements. Program assignment within the 5-year cycle will remain fluid.

2020-21	2021-22
<ul style="list-style-type: none"> • Carpentry (All) • Wastewater Treatment • Electrical (All) • Industrial Manufacturing Technician • IT-Service Desk • IT-Software Developer 	<ul style="list-style-type: none"> • HVAC (ABC) • Industrial Pipefitter • Mechatronics • Barber/Cosmetology • Bricklaying/Masonry • IT Cybersecurity • IT Data Analyst • Broadband Technician

Apprenticeship in New Sectors: Snapshot of Program Growth Past Five and Current Years

New Wisconsin Apprenticeship Programs in New Industries

2016	Arborist MILW MSTC	Mechatronics Tech WCTC BTC GTC LTC MILW SWTC MPTC CVTC	IT-Software Developer MSTC CVTC NTC MPTC MDSN	
2017				
2018	Organic Vegetable Farm Manager NWTC	Data Analyst CVTC NTC MILW MDSN MPTC	IT-Service Desk Technician WCTC CVTC NTC MDSN MPTC	Financial Services Representative MILW CVTC MPTC
2019	Broadband Technician WITC	Medical Assistant NTC	Biotechnology Lab Support Assistant MDSN	
2020	Facilities Maintenance Technician MILW	Cybersecurity Analyst MDSN	Pharmacy Technician MILW	
2021	Roadway Maintenance Technician CVTC	Industrial Metrology Technician FVTC	Culinary Apprenticeship MILW	





This summary counts employers and apprentices with a contract active or unassigned on 3/30/2021 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
Report Total	14	56	5	8.9	3	5.4
Arborist (0340868401801)	14	56	5	8.9	3	5.4