

July 28, 2021

Wisconsin Apprenticeship Advisory Council

Wednesday, August 4, 2021

10:00 AM – 3:00 PM

201 E. Washington Ave, Rm. 107
Madison, WI 53703

In-Person with Virtual Option

Virtual Option

[Click here to access the meeting.](#)

Or call (audio only): 1-608-571-2209

Phone Mtg ID: 971-657-365

Tentative Agenda

1. Call the meeting to order.
2. Record attendance.
3. Review the roster.

4. Action Items

- a. Approve the minutes of the prior meeting.
- b. Review proposal of Policy subcommittee that BAS review certified pre-apprenticeship applications.
- c. Review proposal of Policy subcommittee that CPA application policies include third-party providers.
- d. Review proposal of Policy subcommittee to review Council By-Laws
- e. Review recommendations of the Career Pathways subcommittee.
- f. Review recommendations of the Equal Access & Outreach subcommittee.

5. Registered Apprenticeship Update

- a. BAS is back in the office.
- b. BASERS
- c. Federal grants to expand registered apprenticeship (SAE, ASE), including campaign materials
- d. National Association of State & Territorial Apprenticeship Directors Virtual Conference
- e. National Apprenticeship Week
- f. Director meetings with technical colleges and youth apprenticeship consortia

6. Youth Apprenticeship Update

7. Wisconsin Technical System Update

8. Adjourn.



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

May 18, 2021
Virtual

Members Present	
Anthony, Jr., Ruben	Urban League
Barker, Daniel	Ariens Company
Blumer, Lindsay	WRTP / BIG STEP
Bukiewicz, Dan	WI Building Trades Council
Cook, Jim	NECA-IBEW
Daily, Michael	United Steel Workers District 2
Emrick, Leigh	Associated Builders & Contractors of WI
Griffith, Tracey	WI Transportation & Builders Association
Grohmann, Gert	Associated General Contractors, Milwaukee
Hayden, Terry (Co-Chair)	Wisconsin Pipe Trades Association
Hellenbrand, Callie	Alliant Energy
Hurt, Henry (Co-Chair)	Hurt Electric
Jacobson, Gene	PDC Electrical Contractors
Lentz, Seth	Workforce Development Board of South Central WI
McHugh, Shawn	Wisconsin Operating Engineers
Mortenson, Brandon	IAMAW District 10
Nakkoul, Nancy (<i>alternate</i>)	Wisconsin Technical College System

O'Neill, Hollie	IBEW 2150, WI Electrical Power
Pfannerstill, Kathleen	Toolcraft Co., Inc.
Reader, Chris	Wisconsin Manufacturers & Commerce
Members Absent	
Seeley-Schreck, Chrystal	Wisconsin Technical College System
Wieseke, Mark	UAW, Region 4
Consultants	
Anhalt, Tim	NECA-IBEW
Baake, Jerry	Aurora Health
Badger, Richard	Bureau of Apprenticeship Standards
Carter, Michelle	Department of Workforce Development, Employment & Training
Collins-Woracheck, Lea	Wisconsin Department of Transportation
Crary, Cathy	Bureau of Apprenticeship Standards
Dernbach, B.J.	Office of Rep. Petryk
Gitter, Jesse	Bureau of Apprenticeship Standards
Johnson, Joshua	Bureau of Apprenticeship Standards
Kasper, Andrew	Bureau of Apprenticeship Standards
Laesch, Steve	Department of Workforce Development, Employment & Training
Popp, Corey	Bureau of Apprenticeship Standards
Pratt, Dawn	Bureau of Apprenticeship Standards
Roddy, Elizabeth	Associated Builders & Contractors
Smith, Owen	Bureau of Apprenticeship Standards
Wagner, Mike	NECA-IBEW
Walsh, Julie	Mechanical and Sheet Metal Contractors Association
Williams, Jessica	Bureau of Apprenticeship Standards

1. The meeting was called to order at 10:03 a.m. by Co-Chair Henry Hurt.
2. Mr. Owen Smith recorded attendance. A quorum was present.
3. The Council reviewed the roster. No updates were needed.

4. **Pending revisions to *Wisconsin Apprenticeship Manual***

Ms. Leigh Emrick noted that the *Wisconsin Apprenticeship Manual* is pending updates by the Wisconsin Apprenticeship staff. She asked whether the updates, once made, would be reviewed by the Policy & Standards subcommittee.

Director Johnson declined. He explained that the updates must be reviewed by Department of Workforce Development legal counsel.

Co-Chair Hayden asked if after the updates are approved by legal counsel, they could be reviewed by the subcommittee. Director Johnson agreed.

4. **Action Items**

a. Approve the minutes of the previous meeting.

The Council approved the minutes as written.

b. Review certified pre-apprenticeship (CPA) application for "TRANS Program" from WisDOT.

Director Joshua Johnson introduced Ms. Collins-Woracheck from the Wisconsin Department of Transportation. He explained that she attended to answer questions about the TRANS pre-apprenticeship program; the Council had applauded the application but questioned whether the third-party entities that deliver the TRANS program should apply for certified pre-apprenticeship status or whether approved WISDOT sufficed.

Ms. Collins-Woracheck reviewed that the TRANS program is an on-the-job learning program written into federal law in every state; it serves disadvantaged businesses by training career seekers for heavy highway construction occupation. The training is delivered by third-party providers via by subcontractors such as the YMCA of Greater Milwaukee, Forward Services, and WRTP/BIG-STEP. The providers are evaluated against specific program criteria, which WISDOT monitors and reports to the Federal Highways Department, e.g. entrance, completion, and job completion.

Ms. Collins-Woracheck noted that regularly files a notice of intent and holds a competitive application process for entities to be a provider. Therefore, it makes sense for WISDOT to apply for certified pre-apprenticeship status because it oversees all providers and the providers must re-apply.

Attendees had the following questions and comments:

- Ms. Lindsay Blumer asked whether the application process would change if TRANS was approved as a certified pre-apprenticeship program. Ms. Collins-Woracheck replied, no.
- Ms. Blumer asked whether the TRANS curriculum may change. Ms. Collins-Woracheck reported that the curriculum will not change in the short-term. However, if WISDOT receives a federal grant, it will likely review the curriculum to ensure aligns with industry labor needs.
- Mr. Dan Bukiewicz asked whether WISDOT monitors the training providers. Ms. Collins-Woracheck

replied, yes; WISDOT oversees the TRANS program and all providers and reports outcomes to the Federal Highways Commission as part of its grant requirements.

- Ms. Blumer asked whether tribal entities provide the TRANS program, too. Ms. Collins-Woracheck replied, no; that is a similar but separate program.
- Mr. Seth Lentz asked how frequently WISDOT monitors the subcontractors. Ms. Collins-Woracheck replied that WISDOT evaluates subcontractors annually, according to the federal reporting cycles.
- Ms. Blumer asked whether approving TRANS as a certified pre-apprenticeship but not its subcontractors would result in conflicts of interest or conflicts in reporting. Director Johnson replied that it would not; WISDOT must monitor its subcontractors, similar to how DWD funds workforce development boards, which subcontract the activities.

Director Johnson clarified that WRTP/BIG STEP and Forward Services are approved subcontractors of the TRANS program, but WRTP/BIG STEP is also a certified pre-apprenticeship provider. He stated that dynamic may be confusing the present discussion; WISDOT is applying for certified pre-apprenticeship program status for the TRANS program and will be held accountable for monitoring their subcontractors.

- Co-Chair Hayden reiterated that the Council has no questions about TRANS or WISDOT itself; rather, this the first application in which the components commonly reviewed by the Council—curriculum and instructor qualifications—are hired by subcontractors. Therefore, the Council is confused about how it would approve this application like it does other programs.

Ms. Collins-Woracheck assured the Council that WISDOT regularly reviews consultants and contractors as standard operating procedure.

- Ms. Blumer noted that a certified pre-apprenticeship program must be connected to a registered apprenticeship sponsors or advisory committees. She asked whether WISDOT will ensure its subcontractors create pathways to registered apprenticeship?

Ms. Collins-Woracheck replied, yes, those parties are currently represented on the TRANS advisory committee and stakeholder group; subcontractors would be required to develop a workplan to increase employment opportunities.

- Ms. Tracey Griffith thanked Ms. Collins Woracheck for answering all questions and clarifying the Council's concerns.

Action: A motion to approve the TRANS application was introduced by Mr. Anthony, Jr., seconded by Ms. Griffith, and approved by the Council. Mr. Grohman abstained.

c. Review CPA applications from Manufacturing Works

Director Johnson reported that he did not review the applications except to note that the applications did not include letters from registered apprenticeship sponsors.

Mr. Barker, Mr. Cook, and Ms. Pfannerstill agreed; the application is passable but needs a letter of support.

Ms. Pfannerstill also noted that the programs include two, one-credit courses related to machine tooling, but most of the curriculum address soft skills, not hands-on training. She commented that her company's pre-apprenticeship is a six-months evaluation period of the employee's mechanical aptitude. She would encourage the program to assess participants' mechanical aptitude.

Co-Chair Hayden and Mr. Reader concurred that the application must have, at a minimum, a letter of support from a sponsor, and that the level of training is light.

Director Johnson confirmed that the registered apprenticeship sponsor mentioned in the application is an inactive sponsor, i.e. the company is approved to sponsor apprentices but does not do so currently.

Mr. Mortenson stated he would prefer that the application would identify the program competencies and how they related to registered apprenticeship.

Director Johnson confirmed that the application includes a Memorandum of Understanding with an inactive sponsor from June – December 2021, which is a limited timeframe.

The Council stated its general consensus is that the application is minimally sufficient and needs a letter of support from an active sponsor without a limited timeframe.

Action: A motion to conditionally approve both programs, pending the receipt of a letter of support from an active sponsor, was introduced by Mr. Anthony, seconded by Mr. Grohman, and approved by the Council. The letter of support will be received and reviewed by Director Johnson and the Co-Chairs.

d. Review CPA policies on third-party providers of curriculum via Policy & Standard subcommittee

Mr. Smith reviewed that the Council recommended this action item at its prior meeting.

Ms. O'Neill and Co-Chair Hayden voiced support for incorporating the Council's decisions into the guidelines. Ms. Nakkoul voiced support via the chat function: third-party entities must be monitored similarly to non-third party program reviews; and a separate policy should be created for modifying approved programs.

Action: the Council concurred that the Policy & Standards subcommittee should recommend related revisions to the policies.

f. Review Council By-Laws via the Policy & Standard subcommittee

Director Johnson recommended that this subcommittee review the Council's By-Laws, such as term limits. The bylaws were reviewed last in 2017 and many aspects of Wisconsin Apprenticeship and industry have changed.

Action: the Council concurred that the Policy & Standards subcommittee should review the bylaws.

g. Review recommendations of the Equal Access & Outreach subcommittee

Director Johnson reported that the subcommittee discussed strategies for the five-year outreach plan that Wisconsin Apprenticeship must submit to the Department of Labor. The subcommittee also elected Ms. Kathy Pfannerstill as its chair, whom will be assisted by ATR Richard Badger.

Action: the Council agreed with subcommittee's recommendations.

5. Registered Apprenticeship Update

a. Introduce new staff.

Director John introduced four new staff who began in the past month: Apprenticeship Navigators Jessie Gitter and Jessica Williams; Apprenticeship Training Representatives for Emerging Industries MacKenzie Webster and Chuck Olson; and Apprenticeship Training Representative Trina Scofield. Their hiring was the subject of a recent press release, which generated many public contacts.

Sadly, Director Johnson reported that Ken Moore, former Chief of Field Operations for 21 years, passed away.

Attendees did not have questions or comments.

b. Review the impact of COVID-19 on Wisconsin Apprenticeship

Director Johnson reported that Wisconsin Apprenticeship is seeing new contracts gradually increase as the construction hiring season begins. In addition, he is projecting a large increase once federal infrastructure funding is released. Wisconsin Apprenticeship staff continue to work virtually and not travel for businesses. Staff are projected to return to work in July.

Mr. Cook asked who determines whether staff must work virtually or in person. Director Johnson answered that direction for all state departments comes from the Governor's Office.

c. Implement revisions to CFR 29.30

Mr. Andrew Kasper reported that Wisconsin Apprenticeship applied for a \$10 million diversity and inclusion grant. The application proposed hiring additional staff to update sponsors' affirmative action and equal employment opportunity plans. The applications are being reviewed.

Regarding Wisconsin Apprenticeship's current grants, additional staff are assisting with monitoring subgrantees and updating sponsors' affirmative action and equal employment opportunity plans.

In addition, of 482 participants in certified pre-apprenticeships, 27% are female, 46% are minorities, and 74% of the minorities are Black or African American.

Director Johnson and Mr. Kasper applauded the Council's work with developing certified pre-apprenticeship policies and reviewing the programs.

Attendees did not have questions or comments.

d. Reimburse employers for on-the-job learning and apprentices for supportive services

Director Johnson reported that data on disbursement of on-the-job learning reimbursements to employers are being compiled; more than 50 apprentices have received up to \$600 in supportive services. He will have more data on both efforts by the next meeting.

Attendees did not have questions or comments.

e. Plan for National Apprenticeship Week 2021

Director Johnson reported that the Department of Labor has yet to announce the dates; if the dates are not announced by June, he will announce November 1-7 as Wisconsin Apprenticeship Week, to give partners plenty of time to plan. The theme will be, "Apprenticeship Doors Open in Wisconsin." He will invite Secretary of Labor Walsh to speak.

Mr. Cook asked whether Wisconsin Apprenticeship and the Council will plan the Biennial Conference, too; the prior date was postponed due to the pandemic. Prior conferences have been planned up to a year in advance.

Director Johnson replied that the Biennial Conference depends on guidance from the Governor's Office and the Secretary's Office.

6. Youth Apprenticeship

Ms. Crary reported enrollment data. Enrollment during the 2019-20 academic year hit an all-time high of 6,054 participants. Enrollment during the 2020-21 academic year was reduced due to the pandemic, but not as drastically as anticipated: projected enrollment was 5,659 students; actual enrollment was 5,039 students. Then, due to the pandemic, the state staff reduced students' completion requirements by 25% and extended the completion timeframe by several months. Projected enrollment for the 2021-22 academic year is 6,333.

The state staff continues to modernize all youth apprenticeship curriculum. The project will occur in three tiers. The second tier will be implemented in July and includes art, audio-visual, communications, printing, and other career clusters. Some modernized curriculum now aligns with new registered apprenticeships, such as Arborist, Dairy Grazier, and Organic Vegetable Farm Manager.

Attendees did not have questions or comments.

7. WTCS Update

Ms. Nakkoul reported via the chat function that she has no update; the WTCS reports significant system-wide summaries and aggregated data at the first and third quarter Council meetings.

Attendees did not have questions or comments.

8. Adjourn.

Director Johnson thanked the Council and its consultants for attending two, two-hour meetings within one month; it proves that Council meetings require four hours.

The motion to close was made by Mr. Cook, seconded by Co-Chair Hurt, and approved by the Council.

The meeting adjourned at 12:03 p.m.

Submitted by Owen Smith, Program and Policy Analyst



Draft Minutes of the
Policy & Standards Subcommittee
of the
Wisconsin Apprenticeship Advisory Council

April 30, 2021
Virtual

Attendees	
Cook, Jim	NECA-IBEW
Emrick, Leigh	Associated Builders & Contractors of WI
Hayden, Terry	WI Pipe Trades Association
Jacobson, Gene	PDC Electrical Contractors
Nakkoul, Nancy	Wisconsin Technical College System
Reader, Chris	Wisconsin Manufacturers & Commerce
Smith, Owen	Bureau of Apprenticeship Standards
Tourdot, Kelly	Associated Builders & Contractors of WI

1. The meeting was called to order at 10:03 a.m. by Mr. Owen Smith
2. Mr. Owen Smith recorded attendance.
3. **Elect Co-Chair.**
The subcommittee approved Ms. Leigh Emrick as Chair of the Subcommittee.
4. **Recommendations to The Council**
 - a. The Council should review certified pre-apprenticeship (CPA) guideline only. The Bureau should review CPA applications and provide periodic updates on participant totals and concerns.

- b. Develop different guidelines for the different categories of CPA applications: programs administered and delivered by the same entity; programs delivered by a third-party entity; and programs that have been modified since their initial certification.
- c. Clarify the relationship a CPA must have with registered apprenticeship, e.g. sponsor or partner, and whether the sponsor must commit to hiring graduates.
- d. Clarify the term "certified pre apprenticeship" and distinguish it from other uses of "pre-apprenticeship," e.g. a helper classification in construction occupations.
- e. Review whether the Council or Bureau is legally liable for CPA programs and whether CPA policies conflict with the Wisconsin Apprenticeship Manual, e.g. supplanting paid employees.
- f. Review the Wisconsin Apprenticeship Manual after DWD Legal Counsel concludes its review.

Next Steps

- a. Continue drafting guidance for review CPA applications.
- b. Continue reviewing the Council Bylaws.
- c. Implement recommendations approved by the Council.

Submitted by Owen Smith, Program and Policy Analyst

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