

**Approved Minutes of the
Policy & Standards Committee
of the
Wisconsin Apprenticeship Advisory Council**

April 19, 2022
Department of Workforce Development
Madison, WI

Members Present	
Cook, Jim	NECA-IBEW
Daily, Michael	United Steel Workers District 2
Emrick, Leigh	Associated Builders & Contractors of WI
Hayden, Terry	Wisconsin Pipe Trades Association
Jacobson, Gene	PDC Electrical Contractors
Johnson, Al	Local 118
Mielke, John	Associated Builders & Contractors of WI
Mortenson, Brandon	IAMAW District 10
Nakkoul, Nancy	Wisconsin Technical College System
Tourdot, Kelly	Associated Builders & Contractors of WI
Members Absent	
DWD Staff	
Kasper, Andrew	DWD Bureau of Apprenticeship Standards
Madden, Caitlin	DWD Office of Legal Counsel
Polk, David	DWD Bureau of Apprenticeship Standards
Pusch, Liz	DWD Bureau of Apprenticeship Standards
Public Attendees	

Anhalt, Tim	
Giese, Rob	
Gall, Corey	
Walsh, John	
Lauer, Mark	

1. Call to order at 8:34 AM
2. Review of past meeting minutes
Committee reviewed drafts of minutes from past committee meetings held on March 10, March 23 and April 7. Minutes had been prepared by DWD staff member Owen Smith.

March 10, 2022 Committee Meeting Minutes

Jim Cook suggested a number of edits to the meeting minutes, including that absent Committee members be noted in the roll call, that a typographical error be corrected, and that additional language be added from the discussion of the content of the apprenticeship manual.

A motion was carried to incorporate Jim Cook's recommended changes.

March 23, 2022 Committee Meeting Minutes

Modifications were recommended for changes to these minutes, including regarding the discussion of meeting minutes, changing the erroneous start time, and adjusting the guest attendance list.

The minutes were amended by the Committee in accordance with these changes.

April 7, 2022 Committee Meeting Minutes

Committee members recommended a several changes to the minutes as drafted to correct typographical errors, change the start time, modify the attendance list, and add language to better capture the events and discussions that occurred.

The Committee approved the minutes as amended

3. Committee held a general discussion about meeting minutes and to what detail they should be recorded.
4. DWD Director David Polk made an announcement about the anticipated roll-out and timeline for the approval of the Wisconsin Apprenticeship Manual. This will include a 90-day timeframe for public comment.
5. DWD Staff Attorney Caitlin Madden spoke to committee regarding a number of legal questions that arose out of the manual review process and BAS policies. She clarified

the manual is not an administrative rule, it captures policy and practice. She explained DWD's position related to...

- a. Virtual local committee meeting participation and in-person committee meeting attendance of apprentices.
- b. The definition of "public school" in the minor apprentice law in state Apprenticeship Statutes.
- c. The 16-year minimum age to participate in apprenticeship.
- d. The 55 hours of work and school provision in state statute.
- e. Records requirements of sponsors.
- f. The liability of local committees as it relates to legal action and complaints.

Caitlin fielded a number of questions from committee members and the public in attendance. She stated additional guidance would be provided on public meetings, public records and legal liability for inclusion in the manual.

6. Committee briefly adjourned for a break at 11:08 AM and resumed at 11:22 AM
7. General discussion and Committee review of the Wisconsin Apprenticeship Manual draft revisions.

Committee was in agreement that complex new policies could be discussed at a later date and added or amended into the manual to allow for further research and discussion. These topics include new occupations and their assignment to state committees, experience requirements for local committee membership, frequency of apprentice reviews, skilled wage rate calculation process, apprentice layoff policy, curriculum approval by BAS, awarding past credit for short programs.

Committee reviewed and approved of modifications made to apprenticeship manual draft as a result of its previous three meetings and public comments. Committee agreed to bypass related instruction chapter of the manual until all other chapters were reviewed. Motion was made to suspend public comment on related instruction until later in the meeting.

Members made several additional suggestions for changes to the manual's state committee section and committee membership language, complaint chapter, standards chapter, affirmative action, among others.

8. Discussion and Committee review of the Related Instruction Chapter of the Wisconsin Apprenticeship Manual draft. Committee member Al Johnson expressed desire to have a modified version of related instruction chapter reviewed by the committee prior to forwarding to the council.

Committee asked about the process BAS followed to revise the related instruction chapter for the new draft of the apprenticeship manual. BAS staff present explained its revision process.

Members recommended use of different terminology as substitute for "Non-WTCS" related instruction providers. Members recommended other typographical changes to chapter. Members held a discussion and sought clarity about role of state committees in curriculum approval.

Members representing ABC on the Committee had concerns about being left out of curriculum modification process. Nancy Nakkoul with WTCS stated the technical college had improved upon their process in last few years. Committee recommended review and revision of curriculum approval section.

"Instructors and apprenticeship coordinators must provide the program sponsor notice in writing no later than 30 days prior to any proposed changes to the apprenticeship curriculum." Need to make it clear that curriculum changes should originate with program sponsors, and instructors and apprenticeship coordinators should seek approval of sponsor for curriculum changes. 30 days is not a feasible deadline—if it was a WTCS program, changes would be made for next semester, not in 30 days, and would involve WTCS.

Attendee Mark Lauer, IBEW, shared public comments about notification requirements for modifications to delivery of related instruction. He also questioned teaching methods and techniques requirements for specialized instructors and the time they are allowed to complete those requirements.

Committee approved striking the following language from the related instruction chapter: "Areas of concern to be addressed are proposed changes to class size, stacked classes, instructors, classroom location, classroom equipment, curriculum, and instructional methodology."

Tim Anhalt, IBEW, asked about the process for this type of instructor approval.

9. Committee members shared opinion that April 29 was the best upcoming date to hold next meeting.
10. Motion to adjourn at 3:35 PM

Minutes recorded by Andrew Kasper, BAS analyst