

Approved Minutes of the
Arborist
State Apprenticeship Advisory Committee

October 7, 2020
Webinar

Members Present	Employer / Organization
Hoppe, August	Hoppe Tree Service
Krouse, Randy	City of Milwaukee Forestry
Welch, Jon	Crawford Tree & Landscape
Reince, Ben	Wachtel Tree Service
Members Absent	Employer / Organization
Consultants & Guests	Employer / Organization
Abbott, Nick	Bureau of Apprenticeship Standards
Conklin, Olivia	Bureau of Apprenticeship Standards
Badger, Richard	Bureau of Apprenticeship Standards
Christensen, Roxanne	Milwaukee Area Technical College
Harris, Tim	Buckley Tree Care
Hoffman, Joe	Midstate Technical College
Johnson, Josh	Bureau of Apprenticeship Standards
Popp, Corey	Bureau of Apprenticeship Standards
Mayek, Mandy	Mid-State Technical College
Miller, Bob	M & M Tree Care
Polk, David	Milwaukee Area Technical College
Myles, Tommy	Bureau of Apprenticeship Standards
Rogers, Elton	Milwaukee Area Technical College
Sanborn, John	Eagle Tree Care
Smith, Owen	Bureau of Apprenticeship Standards
Wahl, Brian	WI Dept. of Natural Resources

1. The meeting was called to order at 10:03 a.m. by August Hoppe, 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 welcomed Mr. Tim Harris. Mr. Smith reiterated that all committee members must now be sponsors.

4. Special Topics

a. Registered Apprenticeship During COVID-19

Director Johnson reported that 1,000 less apprentices are registered than this time last year. The most noticeable declines are in the service and utility sectors; construction was affected the least. He noted that the decline occurred in new apprentice contracts, not the cancellation of existing contracts.

Director Johnson noted that the Bureau has been working from home since March and will continue through 2020. He thanked all attendees for their organizations' support for virtual meetings and continuing business as usual, to the extent possible.

Attendees reported the following:

- Most companies have continued business as usual.
- The City of Milwaukee furloughed all apprentices for six weeks but has returned to normal.
- Midstate Technical College move one class to online delivery and conducts all other courses in person, adhering to social distancing and safety precautions.
- Milwaukee Area Technical College moved three classes to online delivery; the other courses include too many hands-on lessons to deliver virtually. The college is following extensive social distancing measures.
- The committee asked whether the virtual classes could be used in the future to help the courses be more available to more employers. Mr. Polk replied, yes.
- The committee expressed concern that the Bureau's virtual work may adversely affect its ability to register new sponsors and contracts. Director Johnson thanked the committee for its concern; the reported that the Bureau has encountered no difficulty with registration. The Bureau has registered 86 new sponsors since the pandemic began.

b. Revising the Youth Apprenticeship program

Ms. Conklin reported that the state youth apprenticeship staff and Worldwide Instructional Design System revising all youth apprenticeship curriculum to ensure it meets the needs of industry and aligns with applicable registered apprenticeships. She thanked attendees for responding the most quickly of all industries. She noted that the focus group has six participants, which is more than other groups.

Attendees asked what the next steps will be. Mr. Conklin replied that the focus group will continue to review the on-the-job learning; after, a separate group will review the related instruction.

5. Old Business

a. Review the follow-up items from the previous meeting

i. For action: approve the minutes from the previous meeting

The committee approved the minutes as revised: Ms. Christianson's name was misspelled.

ii. For action: expanding the size of the committee in 2020

Mr. Smith reviewed that the Bureau will invite all sponsors to participate on the state committee, until the committee includes the maximum amount of employers and is balanced across all factors, e.g. employers and employees, contractor size, industry organization affiliation, and geographic regions. The Bureau will reserve a seat for a contractor from Madison.

iii. How is the revised program working?

Mr. Smith reviewed that the state committee's recently revised Exhibit A has been operational for several months. He asked attendees to report whether the revisions are working well.

Mr. Krouse reported that the revisions work well and provide more flexibility for sponsors. He noted that municipalities need additional flexibilities with tree removal hours. Mr. Abbott replied that the flexibility can be provided with the 20% variance allowed between the statewide Exhibit A and a sponsor's individual Exhibit A. If further flexibility is needed Director John could issue a waiver.

iv. How are the outreach activities proceeding?

Mr. Smith asked attendees to report how outreach activities are proceeding.

Attendees reported the following:

- The Wisconsin Arborist Association conducts heavy outreach.
- The Urban Forestry Council has a workforce development subcommittee, which promoted registered apprenticeship to municipalities, including a presentation in November.
- The subcommittee surveyed potential sponsors on potential barriers to the program and received a strong response rate.
- The WAA outreach campaign, "A Career Above Ordinary," is still active.

The state committee asked the Bureau what outreach activities it has performed. Director Johnson replied that the Bureau has discussed potential funding for certified pre-apprenticeship, such as Northcott Neighborhood House. In addition, the Bureau has been encouraging certified pre-apprenticeships to track their participants and graduates so the Bureau can track whether they proceed to a registered apprenticeship. Demonstrating transitions may help secure additional funding in the future.

b. Implementing revisions to CFR 29.30

Director Johnson reported the Bureau's current efforts to implement CFR 29.30. The Bureau continues to update the Wisconsin Apprenticeship Manual with laws that were passed since the manual was last revised, such as CFR 29.30. The Bureau drafted the new discrimination and harassment complaint form and disability disclosure form for apprentices and revised the quality assessment for all sponsors.

The discrimination form and quality assessment form will be reviewed by the WI Apprenticeship Advisory Council at its year-end meeting. The disability disclosure form has been in circulation for the past few months and the response rate has been high.

Attendees did not have questions or comments.

e. Federal grants to expand registered apprenticeship

Director Johnson reported that the WAGE\$ grant concluded in September. The Bureau met most of its goals with exception of enrollment in some new occupations, which is not a surprise because enrollment in new occupations grows slowly.

The first and second rounds of the state expansion grant expire on October 30. Round two includes reimbursements to sponsors that hire underrepresented populations and graduates of certified pre-apprenticeship programs; the reimbursements cover certain costs of on-the-job learning. Reimbursements will be issued on a first come, first served basis. The related policies are pending approval of the Department of Administration populations.

The Bureau received a fourth round of federal grant funding, totaling \$9 million. The grant goals include the following: register 3,000 new apprentices; increase underrepresented populations in registered apprenticeship; align related instruction for specific registered apprenticeships with curriculum in technical diploma and associate degree programs; incentivize sponsoring registered apprentices; fund an extensive, applicant-focused outreach campaign; and hire an Apprenticeship Navigator for the northeast and four new Apprenticeship Training Representatives for specific sectors, excluding construction.

Director Johnson noted that he was excited that the Department of Labor awarded the grant to the Bureau after the retirement of former director, Karen Morgan. He considered the grant a sign of faith in his leadership. Forty-two states received a base of \$450,000, and only eight states received more than \$8 million.

Attendees did not have questions or comments.

f. Industry-Recognized Apprenticeship Programs (IRAPs)

Director Johnson reported that IRAPs were implemented this year and the standards recognition entities, or approving bodies, were announced on the Department of Labor website this September. The Bureau, with the support of the WI Department of Workforce Development, maintains it will not approve IRAPs in Wisconsin. Instead, the Bureau will offer flexible registered apprenticeships.

Attendees did not have questions or comments.

g. Applicant outreach campaign and revisions to www.WisconsinApprenticeship.org

Director Johnson reported that the applicant outreach campaign to be funded by the new federal grant will include a complete redesign of the Bureau website. The new website will look and function like a business website, not a government website, and be much more user-friendly to career seekers, potential sponsors, and current sponsors and apprentices.

Attendees did not have questions or comments.

h. Apprenticeship Completion Award Program

Director Johnson reviewed the most recent reimbursement statistics. He reiterated that ACAP has continued to be a clear example of bipartisan support for registered apprenticeship for several years.

Attendees did not have questions or comments.

i. Other

Attendees did not have questions or comments.

6. New Business

a. Mandatory registration in BASERS

Director Johnson reported that he has proposed that all current and future sponsors must register in and perform contract actions through BASERS as of July 1, 2021. Sponsors that do not comply will not be permitted to register new apprentices. He will discuss the proposal with the WI Apprenticeship Advisory Council at its upcoming meeting. The objective of the proposal is to position BASERS as the central contract and communication portal between the Bureau and all sponsors, now and in the future.

Attendees did not have questions or comments.

b. For action: revising state standards, including applicant assessment requirements, ASVAB

Mr. Smith reported that all state committees will review their state standards throughout 2021 to ensure all recent legislative and policy updates have been incorporated and all content is current.

Attendees did not have questions or comments.

c. 2020 Meeting of National Association of State and Territorial Apprenticeship Directors

Director Johnson reported that the NASTAD Conference will be held virtually throughout the week of September 29.

Attendees did not have questions or comments.

d. 2020 National Apprenticeship Week

Director Johnson reported that National Apprenticeship Week will occur the week of November 8. Sponsors and stakeholders are encouraged to host virtual events and provide the access information to the Bureau for inclusion on the master calendar.

Attendees did not have questions or comments.

e. 2021 Biennial Apprenticeship Conference

Director Johnson reported that he and the WI Apprenticeship Advisory Council voted to postpone the conference until the spring of 2022 due to COVID-19.

Attendees did not have questions or comments.

f. Revising Transition to Trainer and Teaching Transition to Trainer

Director Johnson reported that the Wisconsin Technical College System is revising both courses to align them with current training needs, remove outdated content, enhance their delivery online, and broaden the pool of potential instructors. The project is scheduled to finish by the end of the year; the courses are projected to be implemented in early 2021.

Attendees did not have questions or comments.

g. BAS leadership and personnel changes

Director Johnson reported several personnel changes: ATR Chris Landreman accepted a new position with DWD Job Service; Darla Burton from youth apprenticeship accepted a new position; and Liz Pusch is the new BAS section chief. The Bureau will hire six new positions through its recent grant award.

Attendees did not have questions or comments.

h. Other

Attendees did not have additional topics.

6. WTCS Update

Attendees reviewed the written summary.

7. Participants included 11 sponsors and 54 apprentices with a contract in active or unassigned status on October 1, 2020.
8. The Bureau will schedule the next meeting via electronic survey.
9. The meeting adjourned at 11:58 a.m.

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

October 6, 2020

TO: State Arborist Apprenticeship Advisory Committee
Members & Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards
608-266-2491; owen.smith@dwd.wisconsin.gov

SUBJECT: State Arborist Apprenticeship Advisory Committee Meeting

DATE: Wednesday October 7, 2020

TIME: 10:00 AM

PLACE: <https://dwdwi.webex.com/dwdwi/j.php?MTID=mb212dec91959ca012e20edd1547215f4>
Number: 145 169 1455
Password: 5NmeBB6tu8Z
Join by phone: 1-855-282-6330 US TOLL FREE
Access code: 145 169 1455

TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the current roster.
4. **Special Topics**
 - a. Registered Apprenticeship during COVID-19
 - b. Revising Youth Apprenticeship program
5. **Old Business**
 - a. Follow-up items from previous meeting
 - i. **For action:** approve the draft minutes
 - ii. Expanding the size of the committee in 2020
 - ii. How is the revised program working?
 - iv. How are outreach activities proceeding?
 - b. Implementing revisions to CFR 29.30
 - c. Federal grants to expand registered apprenticeship
 - d. Industry-Recognized Apprenticeship Programs
 - e. Applicant outreach campaign and revisions to www.WisconsinApprenticeship.org
 - f. Apprenticeship Completion Award Program
 - g. Other

October 6, 2020

6. New Business

- a. Mandatory registration in BASERS
 - b. **For action:** revising state standards
 - c. 2020 Meeting of National Association of State and Territorial Apprenticeship Directors (NASTAD)
 - d. 2020 National Apprenticeship Week
 - e. 2021 Biennial Apprenticeship Conference
 - f. Revising Transition to Trainer and Teaching Transition to Trainer
 - g. BAS leadership and personnel changes
 - h. Other
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- 6. WTCS Update
 - 7. Review the program participants.
 - 8. Schedule the next meeting.
 - 9. Adjourn.

WAGE\$ Apprentices and Sponsors by Occupation Fall 2020 Committee Update

The Wisconsin Apprenticeship Growth and Expansion Strategies (WAGE\$) grant is a 5-year, \$5 million grant from the US Department of Labor. The purpose is to expand Registered Apprenticeship in Advanced Manufacturing and develop new programs in Information Technology and Health Care. The grant started October 1, 2015, and will conclude September 30, 2020.

- The overarching goal is 1,000 apprentices in the occupations selected for grant support.
- The table below shows the number of apprentices by occupation and underrepresented population.
- Employ Milwaukee, Inc., applied for and was granted the same type of grant that BAS applied for. Therefore, BAS and EMI entered into an agreement by which EMI would be able to count certain apprentices for its own grant. As of the date of this report, the following number of apprentices are included in EMI's grant, not the WAGE\$ grant.
 - 9 Industrial Manufacturing Technician apprentices
 - 4 IT Service Desk Technician apprentices
 - 9 Pharmacy Technician apprentices

WAGE\$ Apprentices by Occupation and Underrepresented Status October 1, 2015 - September 2, 2020				
This report includes apprentice records for the report period: Industrial Manufacturing Technician; Maintenance Technician; Mechatronics Technician; Welder - Fabricator; Welder / Automated Welding; Software Developer; Medical Assistant; IT Service Desk Technician; Data Analyst; Broadband Service Technician; Cybersecurity Analyst; Pharmacy Technician; Medical Assistant (WTCS),				
Apprentices claimed by Employ Milwaukee have been removed.				
Occupation Name	Count	Female	Minority	Veteran
Report Total:	678	67	110	50
Industrial Manufacturing Technician - 77 completed; 32 cancelled; 9 apprentices counted by Employ Milwaukee	146	21 (14%)	42 (29%)	6 (4%)
Maintenance Technician - 21 completed; 88 cancelled	360	5 (1%)	36 (10%)	31 (9%)
Mechatronics Technician - 19 cancelled	90	2 (2%)	5 (6%)	9 (10%)
Welder / Automated Welding & Fabricator - 5 completed; 5 cancelled	36	1 (3%)	4 (6%)	3 (8%)
Broadband Service Technician	1			
Data Analyst - 4 apprentices counted by Employ Milwaukee				
IT Service Desk Technician : 3 completed	4	1 (25%)	1 (20%)	
Software Developer	2	2 (100%)		
Medical Assistant - 14 completed; 2 cancelled	39	35 (90%)	22 (56%)	1 (2%)
Pharmacy Technician – 9 apprentices counted by Employ Milwaukee				

195 (29%) of the apprentices identify with at least one of the underrepresented populations.

- 164 of them identify with one of the populations.
- 30 identify with two of them.
- 1 of them identifies with all three.

All ACAP Reimbursement Requests Processed (Time Period) - Summary

Apprenticeship Completion Award Program (ACAP)

Bureau of Apprenticeship Standards

Division of Employment and Training

9/9/20 03:02 PM

Filters Applied: Determination Date between 7/1/19 and 7/13/20, Fiscal Year(s)= FY20

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	20		\$143,372.43	\$673,638.86
Year One Totals		707	\$143,372.43	\$673,638.86
Completion	20		\$207,219.76	\$1,281,497.76
Completion Totals		479	\$207,219.76	\$1,281,497.76
Report Totals		1,186	\$350,592.19	\$1,955,136.62



WTCS System-Wide Activity Update September 2020

WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs increased from 7588 to 7910 unduplicated, and 7696 to 8038 duplicated, students by the end of 2019-2020 academic year. That is a 4.1% and 4.25% increase, respectively, in one year.

Ascendium Education Group Tools of the Trade Scholarships Increased Again in 2020

For the 2020-21 academic year, Ascendium Education Group has committed to awarding an additional 50 scholarships to industrial and construction sector apprentices who receive their related instruction through a WTCS college. A total of 250 awards of \$1500 apiece will be granted statewide in March 2021, with the scholarship application period open from late August until mid-October 2020.

WTCS Systemwide Apprenticeship Curriculum and Course Development Projects Summary FY 2019-20

New Program Systemwide Curriculum Standards	Major Curriculum Revision	Below-the-Line Courses with virtual modality option	Crosswalks between apprenticeship & technical diploma or AAS programs
<ul style="list-style-type: none">• Industrial Metrology• Roadway Maintenance Technician• Biotechnology Lab Support Tech• Pharmacy Technician• Medical Assistant• Cybersecurity Analyst• Facilities Maintenance Technician	Early Childhood Educator	<ul style="list-style-type: none">• Arborist (2)• Machine Tool (1)• Plumbing (2 URI)• IT-Software Developer (4)• IT-Service Desk (3)• IT-Data Analyst (5)• DC Theory Common Core• AC Theory Common Core	<ul style="list-style-type: none">• IT-Software Developer• IT-Service Desk• Cybersecurity Analyst• Metal Fabricator / Welder

Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of August 2020

The master chart of all apprenticeship programs with related instruction offered through the WTCS colleges can be found here via the following link. "Active" is defined as approved programs with enrollments in the past two years. The color-coded chart can be found on the MyWTCS website here: [WTCS Active Apprenticeship Programs Snapshot - Color Chart](#)

Report Name COM-01 State Committee
Report - Industrial & Service
Refresh Date 10/6/20 3:29 PM

Wisconsin Bureau of Apprenticeship Standards

State Committee Report State Arborist Committee



This summary counts employers and apprentices with a contract active or unassigned on 10/1/2020 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	11	54	4	7.4	2	3.7
Arborist (0340868401801)	11	54	4	7.4	2	3.7