



Approved Minutes of the
Policy and Standards Subcommittee
of the Wisconsin Apprenticeship Advisory Council
to the Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

March 23, 2023
201 E. Washington Ave
Madison, WI, w/ virtual option

Members Present	
Blumer, Lindsay	WRTP/BIG STEP
Cook, Jim	NECA-IBEW
Emrick, Leigh	Associated Builders & Contractors of WI
Gall, Corey	WI Pipe Trades Association
Jacobson, Gene	PDC Electrical Contractors
Johnson, Al	Plumbers Local 118
Tourdot, Kelly	Associated Builders & Contractors of WI
Public Attendees	
McDonald, Mike	Department of Workforce Development
Nakkoul, Nancy	Wisconsin Technical College System
Wagner, Mike	NECA-IBEW
Walsh, Julie	Mechanical Industries
BAS Attendees	
Pusch, Liz	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Stahlecker, Ben	Bureau of Apprenticeship Standards

1. The meeting was called to order at 9:03 a.m. by Mr. Owen Smith. He noted the appointed time for public comments.
2. Attendees introduced themselves.
3. **Action:** the subcommittee approved the minutes as written.
4. **Aligning the revised Wisconsin Apprenticeship Manual and BAS template for state standards.**

a. Objectives

Mr. Smith reviewed the Bureau must revise the state standards for three reasons: incorporate the revised *Wisconsin Apprenticeship Manual*; incorporate new federal policies; organize the policies between those established in the Manual and those established by the state committee; and omit policies that pertain to local committees in lieu of updating a template for local committees.

Ms. Pusch noted that the revisions will help state standards be implemented by local committees.

b. BAS analysis of the current template for state standards

Mr. Smith and Ms. Pusch reviewed that all state committees use the same template for their current, with minor variations. The current template does not distinguish between policies established by authoritative sources and those established by the state committee; and the current template includes many policies established in the *Manual* that pertain to the operational scope of local committees. Thus, the current template contributed to confusion about the operational scope of a state committee and which policies it can establish or modify.

The subcommittee discussed the various sections that BAS proposed omitting from the revised template in lieu of including them in a template for local standards. The discussions concerned whether the items were appropriate to state committees or local committees.

The subcommittee concurred that the policies in these sections are already established in the *Manual* and do not fall within the operational scope of state committees.

c. BAS proposed template for state standards.

Mr. Smith and Ms. Pusch discussed the analysis of the current template and the proposed template. The analysis, which was shared with subcommittee members prior to the meeting, detailed the content of each section of the current template, the corresponding section of the *Manual*, and a proposal by BAS of whether to keep or omit the section. Sections BAS recommended to omit pertain to contract actions, which are not a task of state committees, such as the evaluation and completion of apprentices and the appeals process.

The subcommittee concurred with organizing the standards by policies established by the Manual and policies established by BAS and the State Committee; members stated the distinction will be helpful for the future.

The subcommittee asked whether local committees would be required to use the BAS local template or whether local committees would continue to be permitted to use their own template. Ms. Pusch confirmed that BAS would continue to permit local committees to use their own template for local standards.

d. Determine whether specific policies are for state or local committees

Mr. Smith and Ms. Pusch asked the subcommittee for input on whether the following policies were more appropriate for state standards or local standards: direct entry and direct interview; early completion; cancellation of Letter of Assignment during probationary period; extension of a local term that exceeds the state minimum term.

***Recommendation:** the subcommittee recommended that all the policies mentioned are established in the Manual, are not a function of state committees, and therefore are appropriate for local standards.*

5. Public Comment Period

Public attendees inquired into various policies omitted from the revised template, such as the evaluation and completion of apprentices and the appeal process.

Mr. Smith and Ms. Pusch reiterated that the *Manual* is the authoritative document, and state and local standards should not duplicate the *Manual* unnecessarily. Therefore, updated sections of the Manual were added into the state or local template only if the policy was appropriate to that committee's scope of operations. For example, "evaluation and completion of apprentices" was omitted from the revised state standards because state committees are not party to apprenticeship contracts.

Public attendees asked why the supplementary material was not posted on the public meeting website. The attendee stated it would have been helpful to have all material prior to the meeting. Mr. Smith and Ms. Pusch replied that they confirmed with the Office of Legal Counsel that the agenda was the only necessary document to post publicly. The supplementary documents, such as the template and analysis, are working drafts; therefore, the Bureau shared them with subcommittee members only.

6. Action: approve the final template for state standards.

The subcommittee approved the final template, with revisions:

- i. Keep the section on definitions because it is a helpful reference; eliminate unnecessary definitions.
- ii. Remove the minimum age requirement (16) from Section One because it could be confused with the minimum age established by the committee in Section Two.
- iii. In Section One, change 6.2 Exhibit A to 6.1 Exhibit A and include the opening paragraph.

7. The subcommittee adjourned at 11:56 a.m. The Bureau will schedule a subsequent meeting via electronic survey to review the curated list of definitions.

Submitted by Mr. Owen Smith, BAS Senior Analyst

March 15, 2023

Policy & Standards Subcommittee of the Wisconsin Apprenticeship Advisory Council

Thursday, March 23, 2023
9:00 AM – 12:00 PM

[Attend the meeting virtually.](#)

Attend via phone only:
+1 608-571-2209; 711 704 393#

Attend in person.
Department of Workforce Development, Room F105
201 E. Washington Ave,
Madison, 53703

Agenda

1. BAS will call the meeting to order.
2. Record attendees.
3. **Action:** approve the minutes for the prior meeting.
4. **Review proposed alignment of the revised *Wisconsin Apprenticeship Manual* and BAS template for state standards**
 - a. Objectives
 - b. BAS analysis of the current template for state standards
 - c. BAS proposed template for state standards
 - e. Determine whether additional specific policies are for state or local templates.
5. Public comment (*open to all attendees that are not BAS-appointed members of the subcommittee*)
6. **Action:** approve final template for state standards
7. Next steps
8. Adjourn