



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

March 23, 2022
NECA-IBEW Electrical Apprenticeship & Training
Madison, WI

Members Present	
Cook, Jim	NECA-IBEW
Emrick, Leigh	Associated Builders & Contractors of WI
Jacobson, Gene	PDC Electrical Contractors
Mielke, John	Associated Builders & Contractors of WI
Mortenson, Brandon	IAMAW District 10
Nakkoul, Nancy	Wisconsin Technical College System
Members Absent	
Daily, Michael	United Steel Workers District 2
Hayden, Terry	Wisconsin Pipe Trades Association
Tourdot, Kelly	Associated Builders & Contractors of WI
Allan Johnson	UA Local 118 Training Center
Public Attendees	
Wagner, Mike	NECA-IBEW Apprenticeship & Training
Hamm, John	Electrical Joint Apprenticeship Training Committee
DWD Attendees	
Kasper, Andrew	DWD Bureau of Apprenticeship Standards

Carter, Michelle	DWD Division of Employment and Training
Polk, David	DWD Bureau of Apprenticeship Standards
Pusch, Elizabeth	DWD Bureau of Apprenticeship Standards
Smith, Owen	DWD Bureau of Apprenticeship Standards

1. The meeting was called to order at 8:30 a.m. by Chair Leigh Emrick.
2. Mr. Owen Smith recorded attendance.
3. Subcommittee members inquired into whether minutes of the previous meeting were available for review and approval. The DWD indicated that the previous meeting minutes were not available for review, and there was discussion on the recording of meeting minutes. DWD indicated it would investigate into ways and means of recording minutes.

3. **Overview**

Mr. Andrew Kasper and Ms. Liz Pusch reviewed that the subcommittee reviewed pages 1 – 12 of the working draft at the prior meeting; reviews were entered into the working draft; and other items were noted for future research.

Mr. Jim Cook and Chair Leigh Emrick stated they prefer to review some sections line-by-line to compare "omissions and collapses" of specific policies and explanations.

4. **Subcommittee Discussion**

The subcommittee reviewed pages 13-35 of the working draft and concluded before "Affirmative Action Plan." Edits, omissions, and items to be researched further were recorded by Mr. Kasper in the working draft.

The subcommittee's discussions and input were related to the following themes:

- i. The subcommittee noted several chapters of the current manual that had been condensed, collapsed, or otherwise reorganized --- but not enumerated, which complicated identifying changes to policies.
- ii. Ensure citations of and references to statutes are consistent between the statute and the explanation provided in the manual. In some instances, the state or federal regulation cited in the manual includes more requirements or a more helpful explanation than provided in the manual.
- iii. Use terms consistently throughout, e.g. sponsor versus employer; related instruction versus paid related instruction; terms of the contract versus the contract term, etc.
- iv. Clarify ambiguous terms, such as "usually," that seemingly provide more authority to the Bureau to decide policies without consulting advisory committees.
- v. Verify the following policies: whether the minimum term of a registered apprenticeship should be written in months, hours, or both; application of a collective bargaining agreement to the apprentice-to-journeyworker ratio; justifications for cancelling the apprentice during the probationary period, specifically "personal reasons"; and how an apprentice would appeal a denial for credit for prior experience.
- vi. Certain federal regulations are noticeably absent and not otherwise cited. Mr. Kasper explained that the

federal regulations are the backbone of the related state regulations, which are cited. This is standard administrative procedure for an State Approving Agency (SAA state), such as Wisconsin.

5. Public Comment Period

Public attendees were present but did not have comments.

6. Next Steps

The subcommittee will meet again prior to the May 3 meeting of the Advisory Council. BAS will host. Mr. Smith will survey the subcommittee and arrange the meeting.

7. The subcommittee adjourned at 2:55 p.m.

Submitted by Mr. Owen Smith & Andrew Kasper, BAS Analysts