



**Approved Minutes of the  
Wisconsin Apprenticeship Advisory Council**

to Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

**August 2, 2022**

Department of Workforce Development, Madison  
In-Person w/ Virtual Option

| Members Present          |   |
|--------------------------|---|
| Anthony, Jr., Ruben      | Urban League  |
| Blumer, Lindsey          | WRTP/BIG STEP                                       |
| Cook, Jim                | NECA-IBEW   |
| Emrick, Leigh            | Associated Builders & Contractors of WI             |
| Gall, Corey              | WI Pipe Trades Association                          |
| Giese, Rob               | North Central States Regional Council of Carpenters |
| Griffith, Tracey         | WI Transportation & Builders 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                       |
| O'Neill, Hollie          | IBEW 2150, WI Electrical Power                      |
| Seeley-Schreck, Chrystal | Wisconsin Technical College System                  |
| Smith, Karin             | Department of Public Instruction                    |
| Members Absent           |   |
| Bukiewicz, Dan           | Milwaukee Area Labor Council, AFL-CIO               |
| Daily, Michael           | United Steel Workers District 2                     |

|                                 |   |
|---------------------------------|---|
| Grohmann, Gert                  | Associated General Contractors, Milwaukee |
| Pfannerstill, Kathleen          | Toolcraft Co., Inc.                       |
| Wieseke, Mark                   | UAW, Region 4                             |
| <b>Consultants &amp; Guests</b> |   |
| Abbott, Nick                    | Bureau of Apprenticeship Standards        |
| Badger, Richard                 | Bureau of Apprenticeship Standards        |
| Caldie, Tom                     | Bureau of Apprenticeship Standards        |
| Hayden, Terry                   | WI Pipe Trades                            |
| Herber, Ryan                    | Bureau of Apprenticeship Standards        |
| Jungwirth, Christina            | Northeast Wisconsin Technical College     |
| Keckhaver, John                 | Bureau of Apprenticeship Standards        |
| Nowak, Raquel                   | Bureau of Apprenticeship Standards        |
| Olsen, Chuck                    | Bureau of Apprenticeship Standards        |
| O'Shasky, Lynn                  | Bureau of Apprenticeship Standards        |
| Polk, David                     | Milwaukee Area Technical College          |
| Popp, Corey                     | Bureau of Apprenticeship Standards        |
| Pusch, Liz                      | Bureau of Apprenticeship Standards        |
| Roddy, Elizabeth                | ABC of WI                                 |
| Roddy, Elizabeth                | Associated Builders & Contractors         |
| Schofield, Trina                | Bureau of Apprenticeship Standards        |
| Smith, Owen                     | Bureau of Apprenticeship Standards        |
| Stahlecker, Ben                 | Bureau of Apprenticeship Standards        |
| Tyson, Lindsey                  | Bureau of Apprenticeship Standards        |
| Ver Velde, Rachel               |   |
| Webster, Mackenzie              | Bureau of Apprenticeship Standards        |

1. The meeting was called to order at 9:03 a.m. by Co-Chair Hurt.
2. Mr. Owen Smith recorded attendance. A quorum was present.
3. The Council reviewed the current roster. The roster has several vacancies which are in the process of being filled. The Bureau will discuss the nomination process with the Council as part of an upcoming discussion on the Council Bylaws.
4. **Action:** the Council approved both sets of minutes as written.

## **5. Discussions**

### **a. BAS Leadership Team updates**

Director Polk reported that the following personnel changes: Mr. Nick Abbott was hired as a Policy Analyst – Advanced in the Madison Office; Mr. Ben Stahlecker was hired as the Section Chief of Registered Apprenticeship; and Mr. John Keckhaver was hired as the Section Chief of Youth Apprenticeship.

### **b. BAS Directors' Call with State Committees, Fall 2022**

Mr. Owen Smith reported that the first Director's Call received positive feedback; the state committees reported that they appreciated the streamlined format, the effect on their individual agendas; and the opportunity to hear from other state committees.

The state committees suggested that the Bureau provide a written summary of key points, make the invitation clearer, and record the meeting. Mr. Smith noted that the Bureau will provide a written summary of the next occurrence and distinguish the invitation; however, the Bureau may not receive legal permission to record the meeting.

Co-Chair Hurt asked whether the Bureau will host two or four Directors' Calls per year. Director Polk replied that the Bureau will host two, in spring and fall.

Ms. Blumer asked if the Directors' Call meets accessibility standards. Director Polk replied that it does.

### **c. Revising the Wisconsin Apprenticeship Manual**

Director Polk reviewed that the 90-day public comment period will conclude on September 20. To date, the Bureau has not received many comments. Once the period concludes, the Bureau will present all public comments to the Policy & Standards Subcommittee for review. The Subcommittee will present its recommendations on the full Council at the Council's November 16<sup>th</sup> meeting.

Attendees did not have questions or comments.

### **d. Revising the state standards**

Mr. Smith reviewed that state standards are comprised of two categories of content: 90% of the standards are boilerplate language copied and pasted from the *Manual*; and the remaining content are policies set by each state committee, such as assessment procedures and the Exhibit A. Once the *Manual* is approved, the Bureau will use it to update the state standards' boilerplate language. The content specific to each state committee will not be affected; instead, those policies continue to at the discretion of the committee.

Co-Chair Hurt asked Mr. Smith to clarify whether the boilerplate language and the committee's specific policies are separate. Mr. Smith confirmed that they are. He provided this example: state standards outline the roles of a state committee, which are copied from the *Manual*; and the state committee may decide minimum assessment scores, which are committee policy.

**e. Reviewing the Certified Pre-Apprenticeship guide, application, and review form.**

Mr. Smith and Ms. Pusch reported that they revised the CPA application and review form to align both with the seven required components of a certified pre-apprenticeship found in the CPA Program Guide. The revisions clearly link the program's master policies to the application questions and the criteria for a successful review.

Ms. Pusch noted that the revisions will help the Bureau conduct its first technical assistance review of all CPAs approved since the program was implemented in 2019. She anticipates the review will likely lead to further revisions to the administrative documents as well as policy recommendations to the Council.

Ms. Blumer supported the revised documents and recommended the Bureau convene a forum of CPA providers to discuss best practices and build relationships with employers. Several Council members agreed.

***Action:** the Council voiced support for the Bureau convening a CPA forum to develop best practices and a matrix of potential program outcomes.*

Mr. Giese asked how many CPAs tapped into supportive services funding from grants for participants. Director Polk replied that the Bureau does not have a current total because the grant period is still active.

Ms. Pusch reported that the Bureau updated the CPA completion certificate because the original template, signed by the BAS director and the Council co-chairs, caused administrative and liability concerns. The revised template includes only the CPA logo and is to be signed and issued by the program provider. She emphasized that CPAs are neither regulated statutorily by the Bureau nor subject to a contract; they are certified by the Bureau to indicate their alignment with a registered apprenticeship.

Ms. Pusch concluded by noting newly certified programs include Construction Techniques by the Department of Corrections and a consortium of programs led by Northcentral Technical College.

Mr. Lentz reported that his workforce development board successfully collaborated with the Department of Corrections and several technical colleges to provide access to transportation to CPA participants. The collaboration inspired separate policy conversations with the Department of Corrections around how to facilitate transportation for participants. Mr. Polk commented that he attended the graduation ceremony in the participants received a technical diploma from Madison Area Technical College.

Mr. Cook asked if youth apprenticeships still qualify as CPAs. Ms. Pusch acknowledged that youth apprenticeships were once thought to be dually certified, but now they are not; youth apprenticeships are subject to state statute, so they are not considered as a CPA.

Mr. Cook asked if youth apprentices received a certificate from the Bureau. Mr. Keckhaver confirmed that they do.

**f. Reviewing the Council By-Laws in November 2022**

Director Polk reported that the Bureau will begin a review of the bylaws with the Council at its next meeting. He emphasized that the intent is to review the document, not revise it, to clarify participation on the Council. Any follow-up items or further discussion from the conversation would move to the 2023 spring meeting.

Ms. Emrick asked whether the Policy & Standards Subcommittee would review the document prior to or after the next meeting. The subcommittee had been slated to review the bylaws but tabled them to review the *Manual* and AA/EEO plans. Director Polk replied that the Bureau will review the bylaws internally and bring specific items to the subcommittee; the review is intended to be streamlined, not a sentence-by-sentence review.

#### **g. Other**

Co-Chair Hurt noted that the Employee Co-Chair role is vacant. Mr. Smith acknowledged the vacancy and explained it resulted from recent retirements and resignations from the Council.

**Action:** *the Bureau will add the appointment of Employee Co-Chair to the November agenda.*

Mr. Cook asked whether the revised Technical Assistance Guide for construction local committees was issued and published and, if so, whether the Policy & Standards Subcommittee could review it. He had heard the content was reduced significantly. Ms. Pusch confirmed that the document was streamlined to ensure correct information and was published. The trainings have been occurring in order to onboard new committee members.

Mr. Cook asked if the other subcommittees will begin to meet regularly, as they once did. Director Polk and Mr. Smith replied that the Bureau will reconvene the subcommittees once the reviews of the *Manual* and *Bylaws* conclude.

Mr. Cook asked if the Bureau plans to host the Biennial Apprenticeship Conference again. Ms. Pusch replied that the Conference was postponed until further notice due to the pandemic, stakeholders' lack of interest in a virtual component, and the change in BAS leadership. The earliest the Bureau would consider hosting the conference would be 2024.

Director Polk announced that Wisconsin Apprenticeship is close to surpassing 15,000 apprenticeship, which occurred only once in its history; 14,000 apprentices are active or unassigned. He congratulated the Council, sponsors, and stakeholders for their fantastic work.

#### **6. Youth Apprenticeship Update**

Mr. Keckhaver reported that youth apprenticeship has a record number of participants, too: more than 6,400 youth apprentices registered in the 2021-22 school year, and the total continues to grow. The career pathway with the most participants is manufacturing; the second, health sciences; and the third, agriculture, food, and natural resources.

Approximately 62 youth apprenticeship graduates transitioned to a registered apprenticeship in the 2019-20 school year; approximately 165 transitioned in the 2020-21 school year. The data are approximate because youth apprenticeship and registered apprenticeship utilize separate, unique databases. state staff The program was directed by the state legislature to develop youth apprenticeships in the five remaining career clusters for which it had not done so: business; education and training; human services; government and public administration; and law, public safety, and security. The state staff has begun those projects; the process includes gathering input from employers and technical colleges, consulting labor market information, and researching whether a related registered apprenticeship is offered,

Ms. Karin Smith reported that the Department of Public Instruction and its partners are having more strategic conversations about career readiness; many initiatives and programs are available but not all necessarily align together or lead to each other. DPI will update its career and technical education standards this year. The updates will ensure curriculum and standards are up to industry needs. The public call for input began and surveys are out.

Mr. Anthony, Jr. concurred that presenting a career in a skilled occupation as valid post-secondary education is more valuable than ever.

#### **7. Wisconsin Technical College System Update**

Ms. Seeley-Schrek reported that the approved additional locations for apprenticeship related instructed, assisted the Bureau with implementing the federal apprenticeship expansion grants, and continued to receive growing interest in apprenticeships through the technical colleges. She noted that she will have a more robust update by the November meeting.

8. The Council will meet next on Wednesday, November 16, at 10:00 a.m.
9. The Council adjourned at 1:30 p.m.

*Submitted by Mr. Owen Smith, BAS Senior Analyst*