

**Approved Minutes of the**  
**Arborist**  
State Apprenticeship Advisory Committee

**May 25, 2022**  
Department of Workforce Development, Madison  
& Virtual

<b>Members Present</b>	<b>Employer / Organization</b>
Harris, Tim	Buckley Tree Care
Hoppe, August	Hoppe Tree Service
Krouse, Randy	City of Milwaukee Forestry
Reince, Ben	Wachtel Tree Service
<b>Members Absent</b>	<b>Employer / Organization</b>
Thierne, John	Eagle Tree Care
<b>Consultants &amp; Guests</b>	<b>Employer / Organization</b>
Abbott, Nic	Bureau of Apprenticeship Standards
Bielinski, Val	Worldwide Instructional Design System
Caldie, Tom	Bureau of Apprenticeship Standards
Conklin, Olivia	Bureau of Apprenticeship Standards
Hoffman, Joe	Midstate Technical College
Johnson, Terri	Worldwide Instructional Design System
Nakkoul, Nancy	Wisconsin Technical College System
Nowak, Raquel	Bureau of Apprenticeship Standards
Polk, David	Bureau of Apprenticeship Standards
Rogers, Elton	Milwaukee Area Technical College
Smith, Owen	Bureau of Apprenticeship Standards

1. The meeting was called to order at 1:03 p.m. by August Hoppe, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Attendees introduced themselves. Mr. Owen Smith, recorded attendance.
3. The committee reviewed the current roster. No changes were needed. A quorum was present.

#### **4. Action**

##### **a. Approve the minutes.**

The state committee approved the minutes as written.

##### **b. Align or embed the Arboriculture Technical Diploma within the registered apprenticeship**

Mr. Smith noted that he posted the incorrect agenda. He shared the correct agenda.

He reported that the Bureau included the Arborist registered apprenticeship in exploratory discussions about aligning or embedding technical college diplomas into registered apprenticeships, as part of a federal grant. He explained that Mrs. Terri Johnson facilitated the discussions and will present the outcomes.

Mrs. Johnson reviewed that the focus group discussed the value of a technical college diploma to employers and apprentices and review the courses in the Arboriculture technical diploma. She reported that the focus group agreed that a technical college diploma is not necessary for employment as an Arborist; the Arborist apprenticeship completion certificate is more valuable. She asked the state committee for additional input.

The state committee agreed that the Arborist apprenticeship completion certificate is the more valuable credential to employers due to its on-the-job learning. Once an apprentice is a journey worker, the value of a technical college degree is only incremental. In addition, increasing the related instruction to align with or embed the technical diploma would likely not be supported by employers.

Mr. Smith stated that the project has concluded; no further input or action is needed. Ms. Johnson and Mr. Smith thanked the state committee.

##### **c. Expand the size of the committee.**

Mr. Smith reviewed that the state committee approved a motion to expand its size and asked the Bureau to recruit additional members. He reported that the Bureau invited several new sponsors to join but they either declined or did not reply.

Mr. Smith noted that the Bureau cannot share sponsor information with the state committee due to confidentiality policies. Therefore, he recommended that the Bureau recruit additional members to achieve a representative committee.

The state committee agreed.

***Action:*** *the Bureau will recruit additional sponsors to serve on the committee and will notify the WAA if the members belong to the organization.*

##### **d. Discuss industry organization sponsors.**

Mr. Smith reviewed that the Bureau had recommended two options for the WAA to identify members that sponsors apprentices: either develop an internal reporting method for identifying sponsors; or register as a committee sponsor of the program. He noted these are standard operating procedures for industry organizations in other sectors.

The state committee replied that the WAA continues to discuss the options internally.

##### **e. Identify outreach activities for 2022.**

The state committee reported that this item is no longer needed on the agenda.

## **5. Discussions**

### **a. BAS Director's Call with State Committees**

Director Polk reported that the Bureau convened its first virtual Directors Call with all state committees, with the approval of the WI Apprenticeship Advisory Council. The purpose was to present updates that apply to most or all state committees in a single forum to focus each committee's meeting on its unique needs. He emphasized that committees are welcome to discuss updates further at their meetings.

Director Polk asked the state committee for feedback that he can share with the Advisory Council.

The state committee agreed that the process is more streamlined and supported streamlining their meeting. Some members attended the Director's Call; others could not attend.

### **b. Modified formats of state committee meetings**

Mr. Polk reported that state committee agendas will focus on their unique policies and learning content, with time for "other" or additional topics, such as updates from the Director's Call. In addition, meetings will be held in-person with a virtual option. As a result of these modifications, meetings may be shorter.

The state committee supported the modifications and ability to attend virtually. Several members voiced support for streamlining meetings to the extent possible.

### **c. Review of the Wisconsin Apprenticeship Manual**

Director Polk reported that draft revisions to the Manual were made by the WI Apprenticeship Advisory Council's Policy and Standards Subcommittee and will be reviewed by the full Council on June 6. The meeting will be public. When the Council approves the revisions, they will be implemented as a working draft, and a 90-day public comment period will begin. The Bureau will notify the state committees and provide the original manual, the revised manual, and a table of key changes.

Attendees did not have questions or comments.

### **d. Review of state standards**

Mr. Smith reviewed that the *Manual* provides the boiler plate language that constitutes 90% of each state committee's standards. Therefore, once the *Manual* is approved, the Bureau will populate the revisions into the state standards and present the updates to each state committee. He emphasized that the policies that are unique to the state committee, such as its learning content, will not change and remain at the committee's discretion.

Attendees did not have questions or comments.

### **e. Other**

Mr. Hoffman reported that he reorganized the curriculum standards for the related instruction more efficiently and documented them more effectively. The revised outline is more palpable for incoming instructors. The local advisory committee and other instructors agreed with the revisions. The courses and hours did not change.

Mr. Hoppe asked whether the state standards require apprentices to pass the ISA Certified Arborist exam in order to complete the apprenticeship. Mr. Smith confirmed that it does not; requiring the exam is at the discretion of each sponsor. Mr. Hoppe agreed that is the most appropriate option; the exam has proven challenging for experienced apprentices to pass the first time, and it requires a two or four-year degree and one to three years of experience.

**Action:** *Director Polk recommended that the state committee discuss at the next meeting whether to develop an exam prep course or pursue curriculum revisions that would help apprentices better prepare for the exam.*

**6. Review the participant data.**

Director Polk and Mr. Smith congratulated the state committee on nearing 100 apprentices. They shared that the Arborist registered apprenticeship has become the model for developing and growing the first apprenticeship for an occupation.

Attendees did not have questions or comments.

**7. The meeting adjourned at 2:30 p.m. The Bureau will schedule the next meeting via electronic survey.**

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

May 18, 2022

TO: State Arborist Apprenticeship Advisory Committee

FROM: Owen Smith, Bureau of Apprenticeship Standards; [owen.smith@dwd.wisconsin.gov](mailto:owen.smith@dwd.wisconsin.gov)

SUBJECT: **State Arborist Apprenticeship Advisory Committee Meeting**

DATE: **Wednesday, May 25, 2022**

TIME: **10:00 a.m.**

OPTIONS: **Attend in person.**  
Department of Workforce Development, Room H103  
201 E Washington Ave  
Madison, WI 53703

**Attend via phone:**  
608-571-2209; 907 541 479#

[Attend virtually.](#)

#### TENTATIVE AGENDA

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the current roster.
4. **Action Items**
  - a. Approve the minutes.
  - b. Expand the size of the committee.
  - c. Discuss industry organization sponsors.
  - d. Identify outreach activities for 2022.
5. **Discussion Items**
  - a. Mandatory registration in BASERS, effective July 1, 2021
  - b. Implementing revisions to CFR 29.30
  - c. Implementing Transition to Trainer and Teaching Transition to Trainer
  - d. Reimbursements for employers and apprentices
  - e. 2021 National Apprenticeship Week
  - f. 2022 Biennial Apprenticeship Conference
  - g. BAS leadership and personnel changes
  - h. Other

March 30, 2021

6. WTCS Update
7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.

**Report Name** COM-01 State Committee  
Report

**Refresh Date** 5/18/22 9:01 AM

Wisconsin Bureau of Apprenticeship Standards

## State Committee Report



This summary counts employers and apprentices, between 5/15/2022 and 5/15/2022 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Service'.
- Contract occupation code matches a occupation code assigned to committee.
- Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>Report Total</b>	<b>76</b>	<b>6</b>	<b>7.9</b>	<b>4</b>	<b>5.3</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>100.0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>100.0</b>
Arborist (0340868401801)	76	6	7.9	4	5.3	0	0	76	100.0	17	0	0	17	100.0