

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

November 4, 2021

(VIRTUAL MEETING VIA MICROSOFT TEAMS)

9:00 AM

Chairperson Lisa Godlewski called the meeting of the Pennsylvania Apprenticeship and Training Council to order at 9:03 a.m.

PA Apprenticeship and Training Council Members in Attendance:

Employee Members

William McGee
Robert Bair
Mike Neill
Timothy Griffin

Employer Members

Lisa Godlewski
Barry Kindt
Jon O'Brien
Michael McGraw

Public Members

Lisa Williams
Cheryl Feldman

Ex-Officio Members and Designees:

Office of Vocational Rehabilitation, PA Department of Labor and Industry: Jeffrey Seabury, Vocational Rehabilitation Specialist
Unemployment Compensation Programs, PA Department of Labor and Industry: Susan Dickinson, Acting Deputy Secretary
Workforce Development, PA Department of Labor and Industry: Sheila Ireland, Deputy Secretary

Pennsylvania Department of Labor and Industry

Tara Loew, Director, Apprenticeship & Training Office
Peter Getzie, Assistant Chief Counsel, Office of Chief Counsel
Katherine Jones, Assistant Counsel, Office of Chief Counsel
Cristie DeWitt, Workforce Development Supervisor, Apprenticeship and Training Office
Joseph Bass, Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office
Danielle Demirovic, Pre-Apprenticeship Manager, Apprenticeship and Training Office
Samuel Primak, Grants and Statistical Development Manager, Apprenticeship and Training Office
Nukea Finley, Clerk2, Apprenticeship and Training Office
James Chiarchiaro, KDP, Contractor for Apprenticeship and Training Office
Gina Meringer, Limited Term Clerk, Apprenticeship and Training Office

U.S. Department of Labor

Ron Leonard, Deputy Regional Director, Office of Apprenticeship

Swearing in of new Pennsylvania Apprenticeship and Training Council Members

- At 9:05 a.m. Deputy Secretary Sheila Ireland sworn in the new Apprenticeship and Training Council Members:
 - Robert Bair, Employee Member
 - William McGee, Employee Member
 - Jon O'Brien, Employer Member
 - Lisa Williams, Public Member
 - Cheryl Feldman, Public, Member

Approval of August 19th and September 9th Meeting Minutes:

- Review of August 19th Meeting Minutes
 - Timothy Griffin mentioned that Lisa Godlewski is listed as an Employee Member instead of Employer Member
 - Chairperson Lisa Godlewski agreed that she should be listed under the employer not the employee
 - Timothy Griffin stated that there were a lot of public comments during the August 19th meeting, and the names that were stated were misspelled in the minutes

- Timothy Griffin requested to have the people that are speaking from the public say and spell out their name.
 - Director Tara Loew stated that the person should also state their role
- Motion to approve August 19th minutes as submitted by Mike McGraw with changes discussed; seconded by Barry Kindt.
- Review of the September 9th Meeting Minutes
 - Timothy Griffin stated that Lisa Godlewski is listed as an Employee Member instead of Employer Member
- Robert Bair asked Lisa Godlewski to give him an overview of what the ATO routinely does for the Council Members and not what the council does for themselves
 - Director Tara Loew stated the verbiage for section 6 of the act. It described what the ATO office does for council
 - Chairperson Lisa Godlewski asked if Council can request a copy of the compliance reviews for program
 - Peter Getzie gave an overview of what is provided is a summary of reports for council. The day-to-day operations are up to the ATO and the council oversight
 - Chairperson Lisa Godlewski stated that if there is a trade addition that is or not performing well, will the information provided help Council make a better decision
- Director Tara Loew stated that the information is listed in the Appendix G and the ATR has sign off on the completion rates
 - Director Tara Loew asked legal if the information could be required
- Peter Getzie stated it would be hard to make a requirement per regulations. Council is free to ask for information, but probably wouldn't be able to enforce it
 - Robert Bair asked legal, after reading the status after 2008 they were offered a stack wavier that stated that they will meet the standards of the feds. Stated that there is to be a review of the new program at the first-year mark to make sure they are in compliance
 - Peter Getzie stated that there would have to be revisions to the ACT/law and stated that this hasn't been done in 13 years. If they were to do it, it would be a significant change and could open up other areas for significant change, for example, if looking to align more with federal law and guidelines, it may be suggested that the council be made advisory only, in that case, council would no longer be approving programs just advising the director and Apprenticeship and Training Office team, i.e. advisory only
 - Director Tara Loew stated with being understaffed would be hard to complete compliance however there is staff that will be added to complete the compliances and provisional reviews
 - Timothy Griffin disagrees with some of the comments that were made by the director and legal. Stated he spoke to legal in the building Trades. Stated that the council is the authority and the ATO staff carries out the business of the council. The ATO takes care of the day-to-day business, but they answer to council so if the Council request something the ATO needs to provide the request
 - Timothy Griffin stated that the Council should be able to request any information. Council should be able to ask the ATO to do research on anything they request. He stated that the Council has the right to request anything and the ATO must provide the requested information
 - Director Tara Loew stated she wants to make it clear that the ATO is not withholding any information. She stated that their Job is to serve the Council, Sponsors, and apprentices
 - William McGee stated that what he heard is he may and may not be able to get what he requests. He stated he hopes he will be able to receive what he requests
 - Peter Getzie stated that the ATO staff has suffered due to not enough staff. Stated Director Tara Loew has a plan to add staff. He stated her plan is working
- Motion to approve September 9th minutes as submitted by Timothy Griffin with the correction mentioned; seconded by Mike Neill

Public Comment:

- Barry Kindt asked if we have a list of the new Council Members and their roles
 - Director Tara Loew stated she has a list and waiting for the official list for the Council. She also advised how to find the Council list online

Ex-Officio Member Report: Bureau of Career and Technical Education (Dr. Lee Burket, Director)

- Dr. Lee Burket was unable to attend but Director Tara Loew gave an overview of Lee Burket's report.
 - The Department of Education continues to support opportunities for districts and CTC to develop career pathways
 - Career pathway is designed to provide basic information and was designed to enhance programs and occupations
 - One goal of the CTE career pathway is to enhance the communication and alignment of educational programs amongst the districts and CTC's and to also engage in increasing the number of students in developing experiences and objectives as well as education plan
 - Timothy Griffin is pleased that they are working with the Pre-Apprenticeship with the CTC. He stated as in the past they have tried Apprenticeships and he is opposed to them for several reasons
 - Director Loew stated that the ATO is encouraging current vocational programs in the CTC's and CTE's to become Pre-Apprenticeships and to essentially feed into the well-established registered Apprenticeships across the Commonwealth
 - The Department of Education has an equipment grant coming out through The Department of Education. The state funded competitive equipment grant supports school districts with 8 or more PDE approved CTC and CTE's with updating or purchasing new equipment. The total state grants are 1.5 million
 - Per Chairperson Lisa Godlewski's request, Director, Dr. Lee Burket's report is attached

Ex-Officio Member Report: Office of Vocational Rehabilitation, PA Department of Labor and Industry (Jeffrey Seabury, Vocational Rehabilitation Specialist)

- Stated that they are working towards advising workers and clients the knowledge of Apprenticeship. They are hosting a round table discussion about Apprenticeship for people with disabilities in PA on November 17,2021
- He invited the Council Members to come the round table conference

Ex-Officio Member Report: Workforce Development, PA Department of Labor and Industry (Sheila Ireland, Deputy Secretary)

- Deputy Secretary Sheila Ireland stated, Secretary Walsh reconvened the (AACA) Apprenticeship Advisory Committee for Apprenticeship. The chairperson of the committee is Dr. Pam Edinger she is the President of Bunker Hill Community College. She stated that Dr. Pam Edinger quoted "she wants to strengthen the Nation's workforce and assure underrepresented populations share our countries prosperity". She stated that there are 4 sub committees.
 - Apprenticeship Subcommittee Descriptions: https://www.apprenticeship.gov/sites/default/files/ACA_Subcommittee_Descriptions_Challenges_Questions.pdf
- Deputy Secretary Sheila Ireland brought up the data and statistics on dol.gov. She stated this is a good place for council to review the Fiscal year on Apprenticeship's growth. She stated that Pennsylvania used to be number one in Apprenticeship
 - <https://www.dol.gov/agencies/eta/apprenticeship/about/statistics/2019>
- Mike Neill stated that with the packet they use to get demographics of Apprentices in the state. He asked if that form could be included in the monthly mail out
 - Director Tara Loew stated that the report is posted on the Department of Labor webpage, and she is going to be sending out to some basic main statistics. She stated that there was a report that Ron Leonard used to send out in the past that was quarterly. They are working towards being able to potentially get the demographics off RAPIDS website
 - Director Tara Loew stated that council will continue to receive the monthly report that the ATO sends out at the end of the month
- Cheryl Feldman stated she would have a specific interest looking at nontraditional apprenticeship programs
- Following up on Mike Neill's comment, Barry Kindt stated it would be great if we had a metrics that could compare to other states
- Robert Bair stated he sees that there is potential for Apprenticeship to grow in nontraditional
- Deputy Secretary Sheila Ireland stated she believes that we are going to see all types of Apprenticeships and the ones we have not looked for and thought of
- Director Tara Loew stated it would be extremely helpful to have more data. That is why they are hiring two people to work on the data

Report: U.S. Department of Labor, Office of Apprenticeship (Ron Leonard, Deputy Regional Director, or designee)

- Advised council to participate in National Apprenticeship week

Initial “Review of Standards of Apprenticeship” and trade/occupation additions

a) Connectwise, Support Technician

- Amy Nardo introduced Connectwise as a Platform of software products and services designed for the IT technology solution provider industry. The demand for this hard-to-find talent has exceeded the supply for the company, therefore, this is why they are looking to develop this Apprenticeship program. The program will run for 54 weeks the Apprentice will be shadowing with a mentor with 80 hours of classroom training though zoom. The company will provide the materials for the certifications for 3 industries related which are Google IT Support, CompTIA, and Microsoft 365. The Apprentices would start at \$15.00 an hour and are eligible for medical benefits. Once the customer service training is complete the apprentice pay will increase to \$16.00 an hour and will be promoted to the Desk Support Technician Tier
- Tim Griffin raised a concern asking who checked off the checklist in their program standards. He stated that the beginning of the standards that has the checklist everything is checked off but not signed by the ATR or the state director
 - Director Tara Loew replied that she does not sign the standards until the program is approved.
 - Tim Griffin stated that he is referring to the first 3 pages. They typically are filled out and signed before being presented to Council
 - Director Tara Loew stated that the paperwork Timothy Griffin is referring to is not part of the current paperwork, and the sponsor may have had the paperwork for additional support
 - Timothy Griffin asked if the packets are being reviewed by the ATR
 - Director Tara Loew stated the packets are reviewed by the ATR and the Workforce Development Supervisor a few times and the ATR is working alongside the sponsor and the packet is revised multiple times
- Joseph Bass stated he and Amy worked together to make sure the packet was completed
 - William McGee asked if the ATO goes over the syllabus and how it details
- Joseph Bass stated that he did review documents in the packet extensively for accuracy also, the packet is reviewed by his supervisor for the final review. Christie Dewitt will advise him if there is anything in the packet needs to be addressed, he then will make sure that is completed
- Lisa William asked if the position for the Apprentice is remote and how they would be job shadowing
 - Amy Nardo stated yes, the position is remote they work with the mentor though team meet with scheduled hours throughout the day. The Apprentice will be able to see what the mentor is doing by screen sharing. She stated since the position is remote, they can recruit from the whole state of Pennsylvania
- Barry Kindt asked if there is any other state or country that has an Apprenticeship of this kind
- Amy Nardo stated this is the first Apprenticeship program of this kind
 - Barry Kindt asked if this will be a new RAPIDS code?
- Joseph Bass stated no this is not a new occupation so there is no new code
 - Christie DeWitt stated that once the occupation is approved then the code for RAPIDS would be created
- Cheryl Feldman asked if this would be a hybrid Apprenticeship program
 - Amy Nardo stated yes
- Cheryl Feldman stated that the wage chart was hard to determine
 - Amy Nardo stated page 28 shows the brake down of the wages at 13 weeks
 - Cheryl Feldman stated there are two pay changes one is at 13 weeks and one at the conclusion of the program
 - Amy Nardo replied that is correct
- Chairperson Lisa Godlewski asked Amy Nardo to explain the aptitude test, E skills assessment and customer service aptitude
 - Amy Nardo stated that the tests are common sense type scenarios, and the test minimal score is 65%
- Mike Neill noticed a typo on page 22. He stated it says the occupation should be determined 54 months
 - Amy Nardo replied and said yes that is typo it should be 54 weeks not months
- Barry Kindt made a motion to follow the process and put the program on the list for next month for approval. Cheryl Feldman has seconded the motion. Motion carried unanimously.

b) NWPA NTMA, Mold Designer (Trade Addition)

- Tami Adams is the executive director for Northwest Pennsylvania Chapter of the NTMA The National Tooling and Machining Association. She stated they already have two Apprenticeship programs which are, Tool Maker and CNC Machinist and are seeking to add the mold designer. They would like to work with the youth in the city of Erie, Pennsylvania. She would like to start a Pre-Apprenticeship program with the high school. The Apprenticeship program would be an 8000-hour program. It will have some training combination with basic skills and part of the classroom training. They will partner with Penn State Erie for more advanced training
- Workforce Development supervisor Cristie DeWitt stated that there is a separate attachment that contains the safety plan. The ATO staff were unable to combine it with the packet due to the ability to have access to it for legal purposes
- Timothy Griffin asked what the statistics on the other programs are that they already have
 - Cristie DeWitt stated they were unable to obtain the information and could get the information out to council before next meeting
- Timothy Griffin stated on in the standards page 5 under the affirmative action plan, that would be the employer responsibility
 - Cristie DeWitt stated that the page he is looking at is from 2016 they attached the document as a courtesy for council due to previous request. The documents that are attached are not the current ones that are used now
 - Tami Adams replied that she would be happy to go back and update the standards
- Barry Kindt made a motion to have the program move to the next council meeting to have a chance to review; seconded by Mike McGraw. Motion carried unanimously.

c) Sigma Resources, Junior Game Developer

- Julie Linnelli the director of operations for Sigma Resources is requesting a registered apprenticeship for a Junior Game Developer. The company creates learning games and simulation for behavioral and cognitive change. The Apprentice would learn vanguard software development methodology form the Project Management Institute. They will learn how the software is made. They worked with high school students for a 6-week period to develop soft skills and would like to continue with the high school students as Apprentices. The professional game team that they have would be working with the Apprentices
- Cristie DeWitt added that they made a correction on page 22 there was a typo. The hours for on-the-job learning should be 2,040 and period one should be 540
- Lisa Williams asked for someone moving up on the ladder would they need to go to college to gain the knowledge
 - Julie Linnelli stated that the experience is more valuable than someone just out of college
- Chairperson Lisa Godlewski asked about page 12 section C - the physical applicants will physically be able to perform the functions, she asked what that means
 - Julie Linnelli stated the interest of the Apprentice could be something that they show in a distinctive way
- Timothy Griffin asked about the 2 RTI providers, he asked will they both provide 144 hours. He also asked what the break would be for the hours and who will be teaching
 - Julie Linnelli replied she listed both names because she was not sure how to list the RTI. The RTI is one provider that teaches under both names
- Chairperson Lisa Godlewski mentioned that the wage scale on page 20 is blank
 - Cristie DeWitt replied the page is not filled out because the information is on the additional appendix E
 - Timothy Griffin stated the wage scale page should still be filled out
 - Director Tara Loew stated the page should be filled out. The page sets the standards for the program
- Cheryl Feldman asked how they would measure if someone has the level of computer, reading and writing skills
 - Timothy Griffin stated he 100% agrees with Ms. Feldman that the council should be able to see something that validates the skill
 - Chairperson Lisa Godlewski stated that as council they look for tests or assessment, they will indicate that the apprentices will be treated equally
 - Julie Linnelli asked council if they were looking for standardized assessment

- Chairperson Lisa Godlewski stated council is not familiar with the program and concerned of the health and welfare of the apprentices if the program has some type of standardized test assessment, math test, or writing sample would be helpful
- Timothy Griffin stated that nothing would have to be added but the information needs to be reputable and consistent
- Robert Bair asked if they would have them add their transcripts to prove they had taken a course
- Barry Kindt suggested for the program to add something in their standards about having a GED if they are going to use a high school diploma as a criteria
- Barry Kindt made a motion to move the program to next month; Robert Bair seconded the motion, Motion carried unanimously

Old Business

- Timothy Griffin mentioned that since council has 5 new members, they should have the discussion about having one or two meetings per month
 - Chairperson Lisa Godlewski replied and gave an overview about the conversation pertaining to the meetings per month - one meeting a month versus two meeting a month. She asked the new Council Members how they feel about the meetings per month
- Director Tara Loew gave an overview of the number of programs Cristie DeWitt and Joseph Bass are currently working on
- Chairperson Lisa Godlewski asked the new council members on what they would prefer as to one meeting a month versus two meetings a month
 - Robert Bair would rather do one meeting per month
 - Timothy Griffin would prefer one meeting a month as well
 - Jon O'Brien is in favor of one meeting a month he stated
 - Michael Neill is in favor of one meeting per month
 - William McGee is also in favor of one meeting a month
 - Lisa Williams stated that she is fine either way
 - Barry Kindt is in favor of the one meeting per month
 - Cristie DeWitt would rather do it all in one day but could go either or
 - Joseph Bass would rather have a one day meeting a month
 - Peter Getzie stated that the Sunshine Act gives the power to the chair to decide and give at least one week notice
 - Chairperson Lisa Godlewski stated the one meeting a month will start on the December 9th meeting and they will keep the November 18th meeting
 - Director Tara Loew asked council if they would like to make a rain date for the 3rd Thursday of the month if they are unable to attend the scheduled meeting
 - Council recommended to have the meeting on the 3rd Thursday that they would meet if they had to reschedule

New Business

- Timothy Griffin mentioned that on the new standard template under section 29, did not ever exist before and he think it's inappropriate
 - Director Tara Loew stated the section was in the previous standards and advised the sponsor about listing them on the ETPL on the website and advises the sponsor they can opt-out
 - Cheryl Feldman stated she is in favor of the language for the sponsors to opt in
 - Director Tara stated that it is a federal requirement that they do give sponsors that option to be an eligible Apprenticeship housed within the eligible training provider list
 - Chairperson Lisa Godlewski asked to add to next month's old business and Director Tara Loew can share more on the opt in option
 - Mike McGraw is in favor of reviewing the section because if the language is not relevant to council, then the language should be removed

Report: PA Apprenticeship and Training Office, PA Department of Labor, and Industry (Tara Loew, Director)

- Director Tara Loew thanked her team for their passionate work and with supporting council. James Reese has

officially retired. She introduced Danielle Demirovic as the new Pre-Apprenticeship manager. Christie DeWitt is the Workforce Development Supervisor of the ATR's and the only ATR that the team has on board is Joseph Bass who covers the central region. They are both working together to cover the whole state

- Beginning in November sponsors are asked to distinguish all of their updates by highlighting their changes in yellow in their packet. This should be helpful for council she stated
- The PA Smart Grant program bucket opportunity has 85 applications for the \$12,500,000.00 that is coming out of the governor's office and there is another grant to support apprenticeship network building, that grant is \$1,000,000.00 and up to 200,000.00 per project. There are 7 applications submitted for that grant so far
- The ASE grant funds are supporting 800 Apprentices from traditionally underserved populations
- She gave a staff update to all the new council members, she stated that there will be 3 special project Apprenticeship and Training Representatives, they will cover the entire state. 2 compliance Apprenticeship and Training Representatives. She is also adding another Clerk/Administrative staff member. She was given the approval to hire an additional 10 to 13 staff members
- The ATO updated the standards with the recommendations for the standards to be updated per councils request and the one pager. She advised council that the webpages are updated, and they could locate everything there.
- Timothy Griffin asked Director Tara Loew when they would start seeing the compliance and provisional reviews. He stated that he would like to see performance metrics
 - Director Tara Loew stated that her team will eventually be concentrating on compliance and provisional reviews, but she is trying to hire more staff to assist with doing that. She stated that they will not be able to see that performance metrics quite yet until she gets more staff on board to assist with that

Report: Council Chairperson (Lisa Godlewski)

- She stated that Director Tara Loew will send out the list of the new Council Members contact information. She also stated that they will work on the technology issues and maybe will have to use the one drive. She apologized that everyone did not receive the documentation they needed for today's meeting. She is pleased with the new Council Members being sworn in today. Council Chairperson Lisa Godlewski thanked the council that are no longer Council Members which are Roger Brubaker, Dr. Katy Rittle, Roscoe Green, Steve Columbus, and Roy Christ. She is grateful for the past council members dedication to the process
- Chairperson Lisa Godlewski asked Director Tara Loew if a letter should be sent out to the old Council Members thanking them for their services
 - Director Tara Loew replied, she did ask the governor's office about sending letters out to them
 - Barry Kindt stated he can confirm that a letter is sent out because he did receive one in the past

Adjournment

- Chairperson Lisa Godlewski adjourned the meeting at 12:19pm.

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 9:00 a.m. November 18, 2021. Virtual meeting information is found on the reoccurring invite.

Director Dr. Lee Burket Report

Approved CTE Career Pathways

PDE continues to support opportunities for districts and CTCs to develop career pathways as approved CTE programs. As defined in Pa Code 22, Chapter 339.22(a)(1)(ii)(B), Career Pathways is a plan designed to provide basic information and skills for several closely related occupations and to develop basic competencies in a variety of jobs within an occupational field.

One goal of the CTE career pathway is to enhance the communications and alignment of educational programs among the district and CTCs, and to engage increased numbers of students in developing career experiences and objectives as well as educational plans.

A CTE career pathway approval is an option in the Career and Technical Education Information System (CATS) for three- and four-year programs. Career Pathways include Programs of Study that fall within the same cluster. An example of a potential Career Pathway would be a pathway that includes 46.0201/Carpentry, 46.0399/Electrical Power and Transmission Installers, and 47.0201/HVAC. Once approved, the CTE Career Pathway offers the same foundational curriculum during the first year with students selecting a specialized area to pursue for the remainder of high school. Four schools and CTCs have implemented 22 approved programs as the pathway model.

Approved CTE career pathways must be articulated to a postsecondary program. Each district and CTC that offers an approved CTE career pathway ensures students have a postsecondary option to pursue upon graduation.

Equipment Grants

The state-funded Competitive Equipment Grant supports school districts with eight or more PDE-approved CTE Programs and CTCs with updating or purchasing new equipment used in the training of students. Total state funds available this year are \$1.5 million.

The purpose of the grant is to purchase equipment aligned with the needs of employers for:

1. Use in PDE-approved CTE programs; and
2. Training students (i.e., student hands-on use of the equipment) in CTE programs.

Applicants may request up to \$50,000 in grant funding. Each competitive grant is awarded by PDE on a matching basis (one state dollar for every local dollar). The local match can be supported by either local school funds or contributions from business and industry partners. Federal or state funds may not be used in the local match amount; discounts by a vendor or manufacturer are not an eligible match.

The 2021-2022 Competitive Equipment grant opened on October 18 and closed on November 8. The peer-review process is scheduled for November 10 and 12. Each application will be reviewed by three different reviewers and scored independently. The goal for 2021 is to announce grant awards by December 1, 2021.

Applications for the 2021-2022 Supplemental Equipment Grants are scheduled to open on October 25, 2021. State funds will be available for the purchase of instructional equipment and instructional hand tools for use in the hands-on instruction of students enrolled in PDE-approved CTE programs. Total state funding available is \$5.5 million. Equipment purchased through the grant must meet industry standards and the Occupational Advisory Committee must have recommended each piece of instructional equipment and instructional hand tools. Grant awards are based on the legislated funding formula. Each recipient receives a base amount of \$3,000, and the remaining award is based on the school's CTE average daily membership; a local match is not required.