

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
December 9, 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 9:02 a.m.

PA Apprenticeship and Training Council Members in Attendance:

Employee Members

Timothy Griffin
Robert Bair
William McGee
Mike Neill

Employer Members

Lisa Godlewski
Barry Kindt
Jon O'Brien
Mike McGraw

Public Members

Gregory Chambers
Cheryl Feldman

Ex-Officio Members and Designees:

Bureau of Career and Technical Education: Dr. Lee Burket, Director

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
Joe 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
Gina Meringer, Limited Term Clerk, Apprenticeship and Training Office
James Chiarchiaro, KDP, Contractor for Apprenticeship and Training Office

U.S. Department of Labor

Ron Leonard, Deputy Regional Director, Office of Apprenticeship

Ron Leonard wanted to thank everyone for the apprenticeship week.

Approval of November 4th and 18th MEETING MINUTES:

- Motion to approve the November 4th meeting minutes
 - Timothy Griffin stated that verbiage for the motions that council makes, are not correct
 - Chairperson Lisa Godlewski agreed with Timothy Griffin the verbiage should be changed
 - A motion to approve with the corrected changes by Jon O'Brien, seconded by Gregory Chambers; Motion carried unanimously
- Motion to approve the November 18th meeting minutes
 - Chairperson Lisa Godlewski stated, looks like the same issue from November 4th meeting minutes
 - A motion to approve with the corrected changes by Gregory Chambers, seconded by Michael McGraw. Motion carried unanimously

Public Comment:

- No comments

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

- Stated that under the Federal Pandemic Emergency Declaration, long time nursing care facilities has been able to hire individuals to preformed duties as nurse aide. The positions are called temporary nurse aides. Once the federal emergency ends the temporary nurse aides will have to take the training and exams to become registered nurse aides. Act 138 passed in August of 2020. This state regulation attempted to create pathways for the temporary nurse aides that have been hired during the pandemic. The individuals completing the registered apprenticeship for nurse aides, to be able to take the exam. She stated the federal government made it clear the Act 138 violates the federal regulations. If the apprenticeship program does not comply with the federal nurse aide requirements, the apprentices are not able to sit for the exam or be registered on the PA registry. To comply with the federal regulations the registered apprenticeship program must submit an application to offer the 80 to 120 hours to sit for the nurse aide exam
 - Timothy Griffin asked if all the certified nursing assistant apprenticeships approved by council qualifies for someone to work as a certified nursing assistant, because they do not have the test at the end
 - Dr. Lee Burket stated that is correct
 - Timothy Griffin asked Dr. Lee Burket to specify what the standards should have to be able to approve the standards

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

- Wanted to thank everyone for their help and support during the national apprenticeship week. The number of events for this year may have surpass the best year of events so far of 145 in 2019 but the numbers are still being counted.

“Approval of Standards of Apprenticeship” and trade/occupation additions- Secondary or more review

a) Sigma Resources, Junior Game Developer – 2nd Review – Julie Linnelli

- Julie Linnelli the director of operations at Sigma Resources and Simcoach Games gave an overview of her program, for the occupation of a junior game developer. This is their 2nd review for approval. She gave an overview of the corrections that needed to be corrected per council’s request.
 - Timothy Griffin stated that the listing for the education requirements is under the physical requirements, and it should be listed under the item B, education requirements
 - Julie Linnelli replied and stated that she listed that requirement there because that was the only box where she could insert it. She stated that she is willing to put it under education and that it does make more sense
 - Timothy Griffin stated that on page 22 the ratio language says 4 to 16 he would prefer that language match the language everywhere else. On page 30 the language listed there should be listed on page 22
 - Timothy Griffin mentioned that she is listed as the program contact for both companies. For a group program they will need contacts for each company.
 - Julie Linnelli stated that she works for both companies. She receives a check from Sigma Resources, but she oversees employees from both companies
 - Timothy Griffin stated that the employer from the other company should sign off on the employer acceptance agreements on the behalf of Sigma
 - Robert Bair agreed with Timothy Griffin
- A motion to approve the program was made by Robert Bair with the changes mentioned; seconded by Cheryl Feldman. Motion carried unanimously

b) Plastek Group, Maintenance Machine Technician, 3rd review – Kyle Hardner

- Kyle Hardner from the Plastek Group gave an overview of his program, stated that they are located in Erie Pennsylvania. They package plastic packaging for homecare, food and beverages, cosmetics, and pharmaceutical items. The occupation that they are looking to get approved for is the maintenance machine technician. He gave an overview of the changes that needed to be made per council's request
 - William McGee asked if they offer health care for the Apprentice or that part of the wage scale
 - Kyle Hardner replied that they do offer health care. They also have a benefit package with a wellness program that will deduct from the monthly charges.
 - Timothy Griffin stated that page 20 of the wage schedule, they have it listed out and calculate the percentage on the dollar amount that they wanted to pay. His recommendation for the sponsors is to have the percentage clean.
 - Timothy Griffin stated on page 20 it lists 2 hours for NFPA 70 training that is not enough for that course. He states that his electrical program teaches up to 40 hours for the NFPA 70
 - Timothy Griffin stated on page 26 the RTI provider letter from Falcon indicates he will be there for to teach once. Does not mention about a on going commitment. The letter is not valid because the date has passed
 - Timothy Griffin asked if the RTI provider would agree to a commitment and an annual NFPA 70 training
 - Timothy Griffin stated page 28 the way the letter reads are confusing. There was no proposal attached
 - Timothy Griffin stated that in the affirmative action plan on page 33 for the selection method says interview aptitude test, he believes this should be called out the allowable types of selection methods. This should identify which allowable methods they are using to select their candidates
 - Cheryl Feldman asked about the affirmative action with the 5 percent people of color and the 5 percent woman. She feels the stats numbers are low especially giving the labor of market stats that's provided with 50 percent woman and 18 percent people of color
 - Robert Bair asked Peter Getzie what the State participation is goals
 - Peter Getzie replied that it's more of what are you doing to recruit from the underserved communities. He doesn't recall of any specific number
 - Timothy Griffin stated that on page 38 they are going to use an Apprenticeship and Training Council to accept and review the applications. He stated that they left that part blank on that blank. He asked are they going to use that
 - Kyle Hardner replied and said that this is something that he didn't edit or change
 - Cristie DeWitt also replied to Timothy Griffins statement. She stated that the information is the standards verbiage, and the Apprenticeship and Training Office does not have updated
 - Timothy Griffin stated that on page 45 under the OJT, they spell out their top 6 technicians with the most experience. Earlier they stated that they have 33 journey workers but does not tell anything about the rest of them
 - Timothy Griffin states that he is comfortable with the Apprenticeship and Training Office giving samples of standards out. But to write them out for them and letting the sponsor fill in the blanks does not allow that sponsor to write custom standards for their organization. The template is forcing them to adopt things that they don't want to
 - Director Tara Loew stated that the council did approve the paperwork. She stated that they are going to make annual and semiannual updates to the paperwork and taking all the recommendations from council and make the changes together
 - Timothy Griffin stated that Pennsylvania ask that sponsor submit their affirmative action plans with their new registrations
 - Timothy Griffin stated that there is a lot of changes to be made but he doesn't want to discourage Plastek. He stated that there is still a lot of changes that needs to be made and Plastek should have the option to take out the portions that they don't want to comply with. He states that he is not comfortable with approving their program due to a lot of structural language
- Cristie DeWitt gave an overview of the corrections that council requested
 - Updating their course hours for the 2 hours of the RTI must be changed to 5 hours

- Page 33 section B the occupational information
- Look into the 5 percent of the people of color and the woman for the Labor Market
- Page 38 selection procedures want to see the experience of all journey workers
- Page 46 remove some competency base verbiage
- Appendix C and D updating what is applicable to the program
- Cherly Feldman made the motion to consider the program at the next council meeting; Seconded by Robert Bair. Motion carried unanimously

c) Northwestern PA Chapter of the National Tooling & Machining Association (NWPA Chapter NTMA), Mold Design – 2nd Review (trade addition) - Tami Adams

- Tami Adams the administrator from Northwestern PA Chapter of the National Tooling & Machining Association (NWPA Chapter NTMA) gave an overview of her program. She mentioned the changes that were requested by the council that needed to be corrected.
 - Update the standards to the new format
 - Performance metrics
- Timothy Griffin asked council how they feel with the new set of standards that was not present last month
 - Director Tara Loew replied that in order for the process to be in place it must be approved by the Secretary of the State
- Robert Bair asked about the journey workers count. He asked wouldn't they need 5 journey workers for 5 apprentices
- Timothy Griffin stated that the aptitude test does not apply and can be deleted
 - Tami Adams replied and said that they use that as an optional
- Timothy Griffin stated that the program sponsor did not list what the RTI providers was training
- Gregory Chambers made the motion to approve the program pending the changes; seconded by Jon O'Brien; motion carried unanimously

d) ConnectWise, Support Technician – 2nd Review – Amy Nardo

- Amy Nardo the manager of the talent acquisition with ConnectWise gave an overview of her program.
- She mentioned the changes that were requested by the council that needed to be corrected.
 - Spell out the minimum requirements when reviewing applicants
 - Added information on how the training would be provided virtually
 - Updated on how the apprentice wage scale will be evaluated
- Cheryl Feldman asked how their pay increases were being rewarded. She asked were they being rewarded based on time or other criteria. She was confused about the 13 weeks under quarter 2 under the wage scale
 - Amy Nardo replied that there is only 1 wage increase at the end of the program when they graduate. When they are hired their pay rate is started at \$15 and then they are eligible for a pay increase at the beginning of the third quarter, in which she added in appendix G
- Timothy Griffin stated that the years of customer service should not be listed under the physical section on page 12, it should be listed under others
- Timothy Griffin mentioned that the ONET code is not correct, and the occupation code is listed as to be determined (TBD)
 - Cristie DeWitt replied that this is a new occupation and that's why there is no occupation code
- Timothy Griffin questioned the numbers on the labor and marketing form
 - Cristie DeWitt replied that the Apprenticeship and Training Office fills the form out. A staff member that is no longer with them filled out the form, and the Apprenticeship and Training Office will revisit the numbers to see if they are still valid
- Timothy Griffin stated that on page 33 is the same as page 12 and he would like to see that changed as well, moved down to others

- Timothy Griffin stated that on page 58 says technical support. He would like the occupation to be the same throughout the packet
- Gregory Chambers commends and applauded Amy Nardo on the way she laid out her program
- Cristie DeWitt gave an overview of what changes needs to be made.
 - Page 20 wage scales need updates
 - Page 12 and page 33 move some verbiage from physical section to other section
 - Page 19 correct the ONET code
 - Page 24 correct the heading
 - Appendix C the form needs to be revised
 - Page 35 language issues with the appendix C and D
 - Pages 1 and 58 should list the same occupation
 - Director Tara Loew is going to research the online RTI providers information
 - Page 61 the standards are in past tense and need to make them in present tense
 - Research on third party audits
- Timothy Griffin made a motion to table the program until next meeting, so the program could make the corrections needed that were brought up; Seconded by Cheryl Feldman. Motion carried unanimously

e) Westinghouse Specialty Metals Plant, Maintenance Technician Electrical- 2nd Review (trade addition) –Mike Morris

- Tina Igo gave an overview of their program for the maintenance technician occupation. She mentioned the changes that were requested by the council that needed to be corrected
 - Add certifications to the program
 - She stated that there was a change of hours due to the certifications added to the program per page 19
 - Added the RTI's as well
- Gregory Chambers asked if their robotics certification through RIA
 - Tina Igo replied that their first steps are to determine what their needs are and then look at what and how do they accommodate that need
- Tina Igo stated that they purchase the Osha 10 training online and they don't necessarily have a letter from them. She asked how they accommodate the letter
 - Robert Bair replied that they could get something from the company saying they are providing Osha 10 for each apprentice online. The letter has to say that they are a credited Osha 10 provider
- Timothy Griffin asked who is considered the qualified journey workers for this occupation
 - Tina Igo replied that they would use the journey man from their electrician and instrument repair existing program. They will have cross train so that the skill set is meant for them
- William McGee asked how the company traditionally train their employees prior to their program
 - Tina Igo replied that they have an electrician and an instrument program
- Robert Bair stated he supports the program but asked to be abstained from voting on this program due to him being a sitting IBEW businessman, manager and as President of the Pennsylvania State Electrician Workers
 - Gregory Chambers made a motion to approve the program; Seconded by Mike McGraw. Motion carried by majority of the Council; Council Member Robert Bair abstained

f) Williamson Electric, Electrician – 2nd Review – George Williamson

- George Williamson from Williamson Electric gave an overview of his program. He mentioned the changes that needed to be made per council's request
 - Apprenticeship's tuition will be covered 100% by the company instead of 50% mentioned on page 41 appendix G
 - RTI Letter from the Director of the Eastern Center of technology on page 36
 - Council suggested that they join with another sponsor, but they chose that was not a good option due to the location
 - The ONET code was questioned or whether their program included industrial experience for their apprentice

- Cheryl Feldman asked, how are they are handling the ratio that is required
 - George Williamson replied that his two sons have been through the schooling only and he have been documenting all their hours
 - Director Tara Loew mentioned what the Standard Pennsylvania Apprenticeship Training Regulations are for non-joint programs.
- Mike McGraw doesn't think that the program has a fair apprenticeship wage on page 20
 - George Williamson replied that they are old wages and they do need to be updated
- Robert Bair asked the sponsor, with only 1 journey worker and they want to have an apprentice what happens if you can not be there
 - George Williamson replied and said he has two sons that have the hours but not a full recognition from the state to recognize them
 - Robert Bair stated that he does not have documentations of the hours only the schooling
 - Director Tara Loew stated that the federal guidance states that you don't have to go through an apprenticeship program to be a journey worker
- Gregory Chambers asked why safety is in year two and not in year one
 - George Williamson replied that there is just theory no on the job training
- Timothy Griffin has concern about the journey workers count
 - George Williamson replied that his sons have been working in the field since they were thirteen and fourteen, so they do have a lot of experience
- Gregory Chambers asked stated that the sponsor could credit his sons time for journeymen time
 - Cheryl Feldman asked Director Tara Loew about the time that could be counted for journey time
 - Director Tara Loew replied for the OJT is 80% and 100% for RTI
- Gregory Chambers made a motion to not approved based on the deficiencies on the documents that was submitted; Seconded by William McGee; The motion carried unanimously.

Old Business

- Past Program update:
- HACC, Computer User Support SP – Pending updates from Sponsor
 - Director Tara Loew stated that the edits have been received
 - Cristie DeWitt advised that the program has been approved since December 12, 2021
- DOC, Corrections Officer – Pending updates from Sponsor
 - Director Tara Loew stated that the edits have been received but the Apprenticeship and Training Office has not been able to review the updates. The program has not reached the approval status

New Business

- None

Report: Sub-Committees

- Re-entry:

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

- Director Tara Loew wanted to make council aware of US DOL and state guidance as well as Apprenticeship and Training Office perspective. Changes to the standards are made on a semiannual or annual bases and will notate suggestions by Council for any updates and what should be changed or added to the standards packet and if legally will be able to make the changes. In her opinion they just brought the standards up to being current. The standards are editable. The packet is the sponsors written plan that outlines all the terms and conditions for recruitment, selection, and Training but the packet also states the legal requirements of all registered apprenticeships programs in Pennsylvania. The boiler plate sections that are legal requirements for all registered apprenticeship should not be changing. The sections where the sponsors information is entered are editable. There are past program packets that had certain sections edited that should not have been edited and were approved by Council.

She would also like to point out that at the top of the Appendix C document includes subjective language the sponsor can customize this template or create their own. Appendix C and D is a new concept because some of the new federal regulations, but she believes that both can be revisited as needed. Reminder that as changes continue, they will be highlighted when they come up on 2nd or more review. A report will start in January on apprenticeships that were approved she will be sending that report out. She advised that the RAPIDS system has changed as of December. When updating anything in RAPIDS that must be completed within a 45-day period.

- Timothy Griffin pointed out in the standards section 1 should have a selection if they are going to have an apprentices and training committee or not. Section 10B under education should be editable, he believes that is why the sponsors are not able to add to the education section. He understands that some of the base stuff needs to not be editable so sponsor can change the language
- Cheryl Feldman stated she would like to hear from a union sometime instead of the sponsor speaking for the union
- Director Tara Loew stated that they may be able to strongly suggest that the union is present for the presentation
- Chairperson Lisa Godlewski asked if a program sponsor has changes to make in RAPIDS after the 45-day period who should the sponsor contact
- Director Tara Loew stated she believes the best way would be to contact Cristie DeWitt
- Timothy Griffin asked if the trade addition programs old standards will be submitted with the new trade additions
- Director Tara Loew replied, they will be submitted with the trade addition. If the standards are older than five years old, then they will suggest the sponsor update the old standards
- Timothy Griffin asked about the
- Cristie DeWitt stated due to the standards some of the program that have been waiting a year or so are being updated
- Gregory Chambers suggested to have the ATR just put a line though the wording that the sponsor does not want or agree and have the sponsor initial until there is a final packet

Report: Council Chairperson (Lisa Godlewski)

- No report

Adjournment

- Chairperson Lisa Godlewski adjourned the meeting at 1:52pm.

Executive Session

- Executive session was not called to order

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 9:00 a.m. January 13th, 2022. Virtual meeting information is found on the reoccurring invite.