

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

December 15, 2022

(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	Present	Absent	Employer Members	Present	Absent	Public Members	Present	Absent
Timothy Griffin	X		Lisa Godlewski	X		Lisa Williams		X
Robert Bair	X		Barry Kindt		X	Gregory Chambers	X	
William McGee	X		Jon O'Brien		X	Cheryl Feldman	X	
Mike Neill		X	Mike McGraw	X				

Ex-Officio Members and Designees:

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

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: Daniel Kuba, Acting Deputy Secretary

Pennsylvania Department of Labor and Industry

Tara Loew, Director, Apprenticeship & Training Office

Peter Getzie, Assistant Chief 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

Drew Grasso, Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office

Christina Miller, Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office

William Miner, East Special Project Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office

Jared Young, Statewide Special Project Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office

David Croyle, Western PA Compliance Apprentice Training Representative, Apprenticeship and Training Office

Danielle Demirovic, Pre-Apprenticeship Manager, Apprenticeship and Training Office

Sam Primak, Grants and Statistical Development Manager, Apprenticeship and Training Office

Gina Meringer, Clerical Assistant 2, Apprenticeship and Training Office

James Chiarchiaro, KDP, Contractor for Apprenticeship and Training Office

U.S. Department of Labor

Dawn Lynch, Regional Deputy Director, Office of Apprenticeship

Approval of November 10th Meeting Minutes:

- Timothy Griffin commented that the meeting minutes are more like a transcript.
 - Director Tara Loew asked for clarity as to what council would like to see in the meeting minutes.
 - Chairperson Lisa Godlewski asked council what their preference would be
 - Peter Getzie said that the amount of content in the minutes is up to the council.

- William McGee stated he agrees with Timothy Griffin. He said that other boards he serves on the minutes are not as long
- Cheryl Feldman wants to keep the summary for programs.
- Gregory Chambers would like to still have the sponsor names and titles listed
- Motion to approve December 15th, minutes as submitted by Robert Bair; seconded by Cheryl Feldmen. Motion approved unanimously.

Public Comment:

- Kelly Kelch the Manager at the West Manchester Township would like to have a representative from the Apprenticeship and Training Office give a presentation too all the municipalities in York County.

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

- Director Dr. Lee Burket stated that the Department of Education is continuing to accept applications for new secondary career and technical education programs.
 - They have requests for 45 new programs that are offered at the Career and Technical Centers and at the school districts.
- She thanked Director Tara Loew for the support of her staff and for the presentations Director Tara Loew's staff held.

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

- The work that Office of Vocational Rehabilitation is doing in Pennsylvania in relation to apprenticeship is generating some inquiries from other states.
 - Jeffrey Seabury had a meeting with the state of South Carolina who had an interest in understanding how Pennsylvania apprenticeships and vocational rehabilitation work together.
- He had a long meeting with Fed Ex about apprenticeship.

Ex-Officio Member Report: Unemployment Compensation Programs, PA Department of Labor and Industry (Susan Dickinson, Acting Deputy Secretary)

- Susan Dickinson started off by saying that they have been having historically low claim volume for a long time but now starting in November the claims have risen and that they are taking in more claims this year than they did in 2021 at the same time of year.
- She stated that they have a lot of catching up with fraud claims. The newest fraudulent claims have ended months ago but they are still helping individuals gain access to their dashboards that were affected.
- The federal Equity Grant they received to service people face to face in the CareerLink's twice a week has been very successful. Since the end of May they meet and serviced over 21,500 individuals face to face. Prior to the current initiative, they had not done the face to face since the 1990s.
 - They anticipate that the grant money will last until early spring. She said that they will keep meeting with individuals till they run out of money.
 - Robert Bair replied that there needs to be a way to keep the Equity Grant alive so the unemployment employee can still meet with the individuals at the CreerLinks.

Ex-Officio Member Report: Workforce Development, PA Department of Labor and Industry (Daniel Kuba, Acting Deputy Secretary)

- Daniel Kuba said that they did evaluations in the PA CareerLinks by looking at the systems, career advisors, type of services that they have and where they can improve. Over the last year they have looked at the merit staff and the type of work they do. They have established a professional development day and identified courses on the online resources at metrics learning for the staff to enhance their skillsets so they are able to do their job.
- They provide several grants throughout the Commonwealth some focus on veterans and digital literacy which is a major issue a cross Pennsylvania. They need to figure out how to get the customers that are coming in that want to get in the apprenticeship model have the digital literacy skillsets to be able to be successful. They have

had three rounds of small grants for the digital literacy. The grants are small about 45,000 dollars each. This year they will be looking at the digital literacy more in round 4.

- They have learned that in the CareeLinks there is inconsistency between offices so they are standardizing a digital intake for customers at all the CareeLinks.
- They are excited that one of the number one items on the Governor Elect Shapiro agenda is apprenticeship and interest in the workforce development area.

Report: US Department of Labor, Office of Apprenticeship (Dawn Lynch, Regional Deputy Director, Office of Apprenticeship)

- Dawn Lynch wanted to introduce herself as the new Regional Deputy Director since Nicholas Burdick was absent.

“Approval of standards of Apprenticeship” and trade/occupation additions, secondary or more review

- 1199C, Behavioral Health Aide, 2nd Review, Trade Addition, Group Joint
- 1199C, Health Information Technician, 2nd Review, Trade Addition, Group Joint
- 1199C, Home Health Aide, 2nd Review, Trade Addition, Group Joint
- 1199C, License Practical Nurse, 2nd Review, Trade Addition, Group Joint
- 1199C, Nursing Assistant Certified, 2nd Review, Trade Addition, Group Joint
 - Sponsor Representatives: Tereasa Collins, Executive Director, District 1199C; Inez Reyes, District 1199C; Dr. Nancy Gentile, District 1199C and Shauna Murphy, Health & Technology Training Institute.
 - Tereasa gave an overview of changes that were made from the list that council suggested last meeting
 - A discussion took place between the council and sponsor
 - Cheryl Feldman abstained due to her affiliation with District 1199C
 - Timothy Griffin made a motion to approve the following programs Behavioral Health Aide, Health Information Technician, Home Health Aide, License Practical Nurse, Nursing Assistant Certified, was seconded by Robert Bair; motion was carried by majority of council; Cheryl Feldman abstained
- Drexel University, Goodwin College of Professional Studies, Cybersecurity Support Technician, 2nd Review, New Program, Group Non-Joint
 - Sponsor Representatives: Robert Grimmie, Assistant Director, Goodwin College of Professional Studies; Jessica Randall, Apprenticeship Program Manager.
 - Robert gave an overview of the changes that were made from the list that council suggested last meeting.
 - A discussion took place between the council and sponsor
 - Summary of changes that council suggested to sponsor
 - Page 23 numbers 5.3 and 5.4 – are the same. one may need deleted
 - Page 39 – competencies – explains what the apprentices are going to be measured against but does not explain what the apprentices are going to be doing during on-the-job training
 - Robert Bair made a motion to approve the program with administrative changes, was seconded by Mike McGraw; motion was carried unanimously by council; no abstentions
- EducationWorks Inc, Youth Development Practitioner, 1st Review, New Program, Individual Non-Joint
 - Sponsor Representative: Julia Hillengas, Executive Director of PowerCorps PHL
 - Julia Hillengas gave an overview of the changes that were made from the list that council suggested last meeting.
 - A discussion took place between the council and sponsor
 - Summary of changes that council suggested to sponsor
 - Page 37 number 14 evaluations will occur at the 12th and 18th month – be more transparent and clearer to what would be included to qualify for a wage increase to the apprentice – Could have three

- evaluations
- Page 36 number 11 – third party credentials – include the college credits the apprentices would qualify for
- Page 38 number 16 – Past experience – very vague need to identify the four-point scale and list what would be included on each level
- Page 39 number 5 – assign estimated hours to each competency group
- Cheryl Feldman made a motion to consider this program at the next council meeting, was seconded by Robert Bair motion was carried unanimously by council; no abstentions

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

- a) 1199C, Community Health Worker, 1st Review, Trade Addition, Group Joint
- b) 1199C, Dental Assistant, 1st Review, Trade Addition, Group Joint
- c) 1199C, EMT, 1st Review, Trade Addition, Group Joint
- d) 1199C, Medical Assistant, 1st Review, Trade Addition, Group Joint
- e) 1199C, Medical Coder, 1st Review, Trade Addition, Group Joint
- f) 1199C, Peer Specialist, 1st Review, Trade Addition, Group Joint
 - Sponsor Representatives: Tereasa Collins, Executive Director, District 1199C; Inez Reyes, District 1199C; Dr. Nancy Gentile, District 1199C and Shauna Murphy, Health & Technology Training Institute.
 - Tereasa Collins shared an overview of the programs
 - A discussion took place between sponsor and council
 - Summary of changes council suggested
 - Appendix G question 11 - add a line with confirming validation and approval by board in all packets where appropriate.
 - Robert Bair asked for an expedited approval with administrative changes
 - Lisa Godlewski said that Robert Bair is asking to expedite the approval of Community Health Worker, Dental Assistant, EMT, Medical Assistant, Medical Coder, and Peer Specialist programs and that will require unanimous approval by council members
 - Cheryl Feldman abstained due to her affiliation with 1199C
 - Lisa Godlewski asked Peter Getzie if the program can still be approved due to the abstention
 - Peter Getzie replied that only the voting council members must have a unanimous approval for the programs to be approved
- g) Robert Bair made a motion to approve Community Health Worker, Dental Assistant, EMT, Medical Assistant, Medical Coder, and Peer Specialist programs with administrative changes, was seconded by Michael McGraw; motion was carried by majority of council; Cheryl Feldman abstained
- h) Montgomery County Community College, Industrial Maintenance Mechanic, 1st Review, New Program, Group Non-Joint
 - Sponsor Representative: Kyle Longacre, Dean of Workforce and Economic Development, Montgomery County Community College.
 - Kyle Longacre gave an overall summary of the program
 - A discussion took place between sponsor and council
 - Summary of changes council suggested
 - Presenting a two-year program when there are recognized four-year programs- Not ready for approval
 - Need to add lock out tag out
 - Selection process 10-E – having two references state that the apprentice can finish program is subjective and introduces bias into the selection process.
 - Suggestion is to measure on past and present performance not making comment on future performance

- Have experience and aptitude promote equity and allow for assessments for work keys and education and work gauge experience.
 - Cutting program from 4 years to 2 years with only having 42 hours for instruction in welding and in industrial electricity
 - Cutting the competency base down, sponsor should Tie in 3rd party credential as much as possible to measure the performance to pass those certifications.
 - Timothy Griffin made a motion to not approve as submitted based on the deficiencies, was seconded by Robert Bair; motion was carried unanimously by council; no abstentions
- i) Union Community Care, Certified Clinical Medical Assistant, 1st Review, New Program, Individual, Non-Joint
- Sponsor Representative: Alisa Jones, President and CEO, Union Community Care.
 - Alisa Jones gave an overall summary of the program
 - A discussion took place between sponsor and council
 - Summary of changes council suggested
 - Page 23 - related technical instruction letter - the 72 hours of online training are they in addition to the 216 hours of related technical instruction to make the total of on-the-job training 288 hours? Change from required to optional.
 - Related technical instruction – list the course descriptions that Central Penn is instructing
 - Safety plan – upload to OneDrive
 - Gregory Chambers made a motion to consider this program at the next council meeting, was seconded by Robert Bair; motion was carried unanimously by council; no abstentions
- j) Central Pennsylvania Institute of Science and Technology, Water Systems Operation Specialist, 1st Review, New Program, Group Non-Joint
- Sponsor Representatives: Guy Woodard, Environmental Programs Coordinator, Central Pennsylvania Institute of Science and Technology; Todd Taylor, Vice President of Adult Education, Central Pennsylvania Institute of Science and Technology; Gabrielle Randall, Advance Central PA; Korrie Lucas Advance Central PA
 - Guy Woodard gave an overall summary of the program
 - Summary of changes council suggested
 - The information in the packet states that the apprentice will sit for the exam – change to the apprentices must successfully complete the exam
 - Page 47 question 19- one employer is listed – list all three employers
 - Robert Bair made a motion to consider this program at the next council meeting, was seconded by Gregory Chambers; motion was carried unanimously by council; no abstentions

Modification Approval

- a) No modifications currently

Voluntary Deregistration

- Director Tara Loew said that both programs are voluntarily deregistering their programs and that they will need council to accept the voluntary deregistrations and offer an effective date, she also suggested that council use the date of the council meeting as the effective date.
- a) National Association of Landscape Professionals – Landscape Management Technician – Letter of Request November 15, 2022. Reason: Sponsor requested cancellation of their program.
- b) McNeil Consumer Products, Electrician-Maintenance, Electronic Technician, Machinist, Maintenance Mechanic and Refrigeration Mechanic. Letter of Request October 25th, 2022.
 - Timothy Griffin made a motion that effective December 15, 2022, to deregister National Association of Landscape Professionals and McNeil Consumer Products; was seconded by Michael McGraw; motion carried unanimously by council; no abstentions

One year Program Audit Results

- a) Harrisburg Area Community College, Computer User Support Specialist, Individual Non-Joint, Approved November 18th, 2021, Recommendation – Continue with Provisional
 - Apprenticeship and Training Representative Joseph Bass said that the program has been changing with staff and that they are in the process of getting additional students enrolled in the program
- b) PA Department of Corrections, Corrections Officer, Group Joint, Approved November 18th, 2021, Recommendation – Continue with Permanent Registration
 - Timothy Griffin requested to have the length of the program to be added to the audit results

Provisional Review Follow Ups

- a) No Provisional Review Follow Ups

Complaints

- Mack/Volvo Update
 - Director Tara Loew said that she had advised council in December's council meeting that they had received a complaint. She stated that they are still in the process of getting the facts so she can advise council of the findings. She stated that the legal team created question for the sponsor to answer by no later than December 23rd and that she will update council on January 12, 2023

Old Business

- No old business

New Business

- No new business

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

- Director Tara Loew said that National Apprenticeship Week was November 14th through the 20th and that they sent out a PA specific digital kit to all partners and sponsors
- She stated that Governor Tom Wolf did issue a proclamation and that she did receive a paper copy in addition to the PDF version.
- Pennsylvania had 36 registered events on apprenticeship.gov and that they were able to take part in many of the events. The Apprenticeship and Training Office did hold several webinars and/or was a supporting role for sponsors.
- During National Apprenticeship Week, the management team was able to visit a few programs to kick off the week on the Western part of the state including (this does not include the additional events other staff attended):
 - The Western Central Pennsylvania Electricians' IBEW 712 Joint Apprenticeship and Training Committee new training facility
 - German Chamber of Pittsburgh, was able to arrange a visit to two of their employers under their mechatronics group program: AUMA and Accutrex
 - Community Kitchen
 - And we spent time with Catalyst Connections in a local school district to support a pre-apprenticeship escape room activity
 - Additionally, in partnership with the Lancaster WDB, we were able to join some of their local "tour of apprenticeship" and assist in awarding the proclamation to Astro Machine Works along with Certificates of Completion for some of their apprentices
- Director Tara Loew introduced David Croyle the Western PA Compliance Apprentice Training Representative. He will be trained first on how to build programs before learning how to audit and review them.
- She said the the Job Seeker Liaison position has been accepted.
- William Miner will be transiting to a Data Specialist position and the other Data Specialist position is posted
- ATO will also be hiring an additional Workforce Development Supervisor Position covering the grants, statistical

development, and compliance teams.

- We are close to announcing the Apprenticeship Building America (ABA) Grant awardees. ABA was for the local workforce development boards to help build their understanding of apprenticeship and to give them reimbursement funds to support existing apprenticeship programs as well as build new apprenticeship programs. A collective goal was to enroll at least 400 apprentices and 400 pre-apprentices in the period of performance.
- ATO is in the process of evaluating the proposals in response to the Notice of Grant Availability to support the convening of Nursing Pathway Apprenticeship Industry Partnerships in low- or moderate-income communities and guide the development and registration of healthcare apprenticeship programs, with an emphasis on nursing occupations, through group sponsorships.
- Director Tara Loew said that it is the time to update the PA registration paperwork and other material. She asked that council go to the resource page on the PACareerLink Apprenticeship page to review the documents and give feedback by December 23rd.
 - The link (as well as other important links to resources) can be found on the agenda.

Report: Council Chairperson (Lisa Godlewski)

- Chairperson Lisa Godlewski said that her only point was to see if the governor had made any decisions on the appointment of council members. He did not say anything yet on the appointment of council members.

Adjournment

Motion to adjourn by Gregory Chambers; was seconded by Cheryl Feldman; approved unanimously. Meeting adjourned at 12:57 pm.