

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
MARCH 14, 2019

17th Floor Large Executive Office Conference Room
Labor and Industry Building
651 Boas Street, Harrisburg, PA
10:00 AM

Vice-Chair Steve Columbus called the meeting of the Pennsylvania Apprenticeship and Training Council to order at 10:00 a.m.

PA APPRENTICESHIP AND TRAINING COUNCIL

Members in attendance:

Employee Members

Steve Columbus
Roscoe Green
Timothy Griffin

Employer Members

Roger Brubaker
*Greg Chambers
Michael McGraw

Public Members

Barry Kindt
Katy Rittle

*Conference call

PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY

- Eileen Cipriani, Deputy Secretary Labor & Industry
- Eric Ramsay, Director for the Apprenticeship and Training Office
- Peter Getzie, Counsel for the Apprenticeship and Training Office

U. S. DEPARTMENT OF LABOR AND INDUSTRY

- Ron Leonard, Multi-State Navigator, Office of Apprenticeship

FEBRUARY 14, 2019 MINUTES

No changes required. Motion to approve the February 14, 2019 meeting minutes was made by Mr. Kindt and seconded by Mr. Brubaker. Motion to approve carried.

SECTION 1 - ITEMS REQUESTED from Programs reviewed MARCH 14, 2019:

Standards of Apprenticeship and Trade Addition programs, items required prior to next meeting, to be held on April 11, 2019 for approval.

ADVANCED MANUFACTURING

CENTRAL WESTMORELAND CTC (Group) - Machinist

- APPENDIX A - Work Process and RTI
 - Insert frequency of the ATC Committee
 - Add additional language, *word* details to support *actions* such as Safety (page 31)
 - Check the 'Method' box of the RTI

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EAST END COOPERATIVE MINISTRY (Group) – Industrial Sewing Machine Operator

- STANDARDS page 13: Fix ‘Terms of Apprenticeship’ 3000 hours/1.5 years does not match- Should be 3120 hours.
 - Sec. 2 adjust Hybrid to Time-Based
- APPENDIX A - Work Process and RTI
 - Add additional information on Safety
 - RTI Safety – provide more details
 - For both components, include Lock-Out, Tag-Out and OSHA language

TRADE ADDITIONS

ZIPPO MANUFACTURING COMPANY (Individual Non-Joint) – Machinist

- STANDARDS: Fix discrepancy, should be 8000 hours/4 years OJL not 4000 hours
- APPENDIX A – Work Process and RTI
 - RTI - Check Box ‘Online training’
 - RTI - hours should be 745 and not 460

ASSOCIATED SPRING (Individual joint) – Maintenance Electrician

- No additional information required.

Section #2 refers to the programs that were reviewed on March 14, 2019. Approval of these programs are pending receipt of items listed under section #1. Prospective program sponsors are required to submit information to the ATO prior to next monthly meeting.

SECTION 2 - MARCH 14, 2019 DISCUSSION - Standards of Apprenticeship and Trade Additions

ADVANCED MANUFACTURING

- **CENTRAL WESTMORELAND CTC** - Machinist

Phone Presenter: Michelle DeLuca

Presenter: As a Training Provider has had many apprentices from small companies attend school, complete RTI hours and required hours of OJL and do not get their joureyworker completion paperwork. Many leave their employers because have no documentation to prove completed an apprenticeship program. Bigger companies may provide required administrative oversight but find that smaller companies are challenged with the administrative portion of the apprenticeship. Central Westmoreland CTC would like to provide this administrative service to companies in this scenario.

Council questioned the frequency of the ATC committee as it was not completed. *Response:* Yes, ATC committee meets once a month. Mr. Ramsay reminded Council that the CTC as a Group sponsor, may have non-joint employers and the ATC question would not be applicable. Mr. Griffin commented, page 31 of the work process had no Safety details, suggested including

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OSHA 10. Vice-Chair Columbus comment: Council would like to see Safety addressed, words and actions, in all Standards and Work Processes. Mr. Kindt comment: page 15 of Standards did not include CTC signatures and date was April 11, 2019. Mr. Ramsay reminded Council of the new policy effective January 2019, review program one month and approve the next month, therefore April, would be the approval month, which is the date noted by the CTC. Council requested additional language, page 15 of RTI, to address Safety. CTC clarified no CNC details provided on purposes for small businesses.

- **EAST END COOPERATIVE MINISTRY** – Industrial Sewing Machine Operator
Phone Presenter: Rev, Kellie Wild

Presenter: The Ministry has been providing training 2+ years, working with Pittsburgh area textile companies to hire many of their customers, once trained. The participants are under-represented students, low-income individuals and refugees. The ministry seeks to provide these individuals with employable skills to move themselves out of poverty.

Mr. Griffin questioned term of apprenticeship, 1.5 year and 3000 hours. *Response:* Clarified should be 3120 hours and will have corrected. Mr. McGraw questioned if hybrid or time-based should not be less than 2000 hours. *Response:* Oversight will be corrected along with term length. Mr. Kindt concern if sewing machines are electric suggest Lock-Out/Tag-Out details be provided. *Response:* Yes, machines are electric and will update work process. Vice-Chair Columbus agreed with update request.

TRADE ADDITIONS

- **ZIPPO MANUFACTURING COMPANY** – Machinist
Phone Presenter: Ed Hayden

Presenter: Zippo currently sponsors a Tool and Diemaker apprenticeship. Two years ago company had gone through staff reduction. Present day has increased staff and would to officially register a new apprenticeship program for Machinists.

Mr. Griffin questioned term length indicated one year at 2000 hours and does not match four years/8000 hours of work process. *Response:* Oversight will be corrected. Mr. McGraw questioned method of RTI as it was not indicated. *Response:* Online. Oversight will be corrected. Mr. Chambers questioned if CNC would be manual. *Response:* Yes. Mr. Chambers questioned if hours of RTI is 745 or 460. *Response:* 745 Oversight will be corrected.

- **ASSOCIATED SPRING** – Maintenance Electrician
Phone Presenter: Jennifer Pemberton

Presenter: Employer indicated need to expand apprenticeship for highly skilled workers in this trade for their site.

Mr Kindt asked if there was a fee to the apprentices for participation. *Response:* Yes. Payroll deduction, once complete program full reimbursement. Mr. Kindt also asked if program time-based. *Response:* Yes. Mr. McGraw comment: Safety not clearly defined, asked if OSHA classes

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were provided. *Response:* Internally, Safety is standard procedure for all employees, after hire, prior to enrollment in apprenticeship program. Mr. Kindt reviewed documents and clarified for council details for the safety concerns were addressed. Vice-Chair Columbus asked if RTI all online, *Response:* Yes. Mr. Reese added employer working on presenting another apprenticeship program, Machinist, for the April council meeting. There were no other questions, concerns or need for additional items. Program pending for approval, next scheduled meeting.

APPROVAL of Standards of Apprenticeship and Trade Additions - The following programs approval discussion, March 14, 2019:

Mr. Ramsay advised Council items requested were reviewed and met requirements for approval. Those who presented in review month did not have to be present or on phone and would be advised of their approval via email. Vice-Chair Columbus expressed concern that no one would be available *on phone* or *in person* to answer any additional questions council may have during the approval process. He suggested ATO consider having someone available for future meetings.

EDUCATION: CHOICE CAREERS LLC

- Apprenticeship Mastery Program (AMP) for Public School Teachers

PATC: Mr. Griffin asked, if apprentice has work experience prior to starting apprenticeship, could they get credit for that experience. Work process indicates 4000 hours, any language referencing credit for experience should be changed from *approximately* to *must be* instead.

Response: Mr. Ramsay stated credit for experience can vary and will have language reference, *approximately*, deleted. Motion to approve made by Mr. McGraw and seconded by Mr. Chambers. Motion Carried.

AGRICULTURE: PA ASSOCIATION FOR SUSTAINABLE AGRICULTURE

- Diversified Vegetable Manager

Vice-Chair Columbus comment see #12 on his e-copy as update, addressed as requested when reviewed. *Response:* Mr. Ramsay indicated information was submitted shortly after e-copies sent to council. Motion to approve made by Mr. Griffin and seconded by Ms. Rittle. Motion carried.

LOGISTICS; GOODWILL OF SOUTHWESTERN PA – Multiple occupations

- Customer Service Representative
- Environmental Service Technician
- Material Handler

Mr. Griffin and Vice-Chair Columbus comment to Standard pages 2; 27 and 30, Ratio as 1 – 2 not updated, questioned if there was a revision. Advised Standard template language be updated throughout document. Motion to approve made by Mr. Brubaker, if ratio updated as requested and seconded by Ms. Rittle. Motion carried.

TRADE ADDITIONS

NTMA PHL-DEL VALLEY CHAPTER – Multiple occupations

- Tool & Die Maker
- Machine Operator

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PATC: Mr. Chambers comment, did not see additional information Tool & Die stamping or Mold making in the work process. Requested more hands-on details in the OJL. He also noted, entity employers may be doing on site yet not written and should be included in the work process, part of the standards. Possibly an oversight yet should be on record with ATO.

Response: Mr. Ramsay did not see request in his summary notes, possibly an oversight. Mr. Chambers commented sponsor had said would review and provide revised work process. Mr. McGraw suggested Mr. Chambers write and send ATO what specifics he is looking for to be included in the work process. Mr. Griffin comments: The previous RTI provider third party letter was dated 2016 and did not see an updated version with current date. He also stated concerns with entity licensed to operate yet not the employer or the provider. *Response:* Mr. Ramsay clarified Group Sponsorship and a section of the PA Registered Apprenticeship law. Deputy Sec. Cipriani gave Philadelphia area Chamber of Commerce as example of an approved group sponsorship program. Clarified roles each play to help PA citizens and that all parties are bound by Standards set forth once approved. Mr. Kindt asked if program could be provisionally approved if sponsor provides updates as requested. *Response:* Mr. Ramsay stated all programs are on a provisional status for one year from date approved. He also requested PATC consider process for future conditional approvals. Motion to conditionally approve both programs made by Mr. Chambers until proper documentation received as required, seconded by Mr. McGraw. Motion carried.

DISTRICT 1199C TRAINING & UPGRADING FUND

- Addictions Counselor

PATC: Mr. Griffin asked if there was a CBA. Vice-Chair Columbus, standards page 4 indicates ratio 1-4, should it as CBA. *Response:* Mr. Ramsay clarified 1199C as a Group sponsor with universal standards to cover both joint and non-joint employers. USDOL Mr. Leonard stated 1199C co-ordinates healthcare partners in the Philadelphia area who have joint and non-joint employers. Mr. Ramsay added 1199C was instrumental in having the first model apprenticeship in PA for Early Childhood Education (ECE). Deputy Sec. Cipriani shared 1199C is a grantee under PA Smart to increase the number of Addictions Counselors in the Philadelphia area. Mr. Griffin, pages 49 and 50, C and F, clean up language. *Response:* Mr. Ramsay advised language would be cleaned up prior to upload in RAPIDS. Motion to approve made by Ms. Rittle and seconded by Mr. McGraw. Motion carried.

OLD BUSINESS

Mr. Kindt stated concern and asked for clarification if PATC sub-committee is free from a quorum and also if travel reimbursement is allowed. *Response:* Legal Counsel provided clarification to Sunshine Act requiring a quorum. PATC may have a sub-committee to conduct in-house business or state research, which can be conducted with less quorum. There is nothing to prohibit PATC members from having discussions; reminded council of the required quorum to vote, act on a decision. Also, will review regarding travel reimbursement and advise. Mr. Ramsay added, will review at next council meeting which members can start the sub-committee 3-member research project.

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NEW BUSINESS

Mr. Ramsay suggested PATC members consider council procedures for:

- Conditional Approval: Program reviewed month #1, 30-day window for ATO to get additional items council may have requested. Next council meeting, month #2, questions and/or minor items required.
- Programs Reviewed Month #1: All documents in order/no additional information required, having to wait until the next council meeting, month #2, to be approved

Mr. Chambers suggested applicant programs reviewed (month #1) provide contact information for availability if any additional questions during next council meeting (month #2) approval review.

Mr. Griffin asked if minutes would be updated. *Response:* Mr. Ramsay advised once minutes are approved by council, they are posted to the ATO state website. Agenda for PATC meetings, include programs reviewed and to be approved are also posted to website. If requested, may post real sponsor program standards. Also, prior to posting any standards all pertinent private information must be redacted.

DEPARTMENT OF EDUCATION

Mr. Ramsay discussed that he will be meeting, during March or April, with CTCs, Employers and Labor Organizations for apprenticeship collaboration

U.S. DEPARTMENT OF LABOR

Mr. Leonard tentative date for National Apprenticeship Week has yet to be decided. Aware trend is to have the event second week of November. Shared if members interested, Maryland Summit, one day event to be held April 10, 2019. Emphasis will be on Youth with breakout sessions; cost \$25.00, registration at 8:30am, event start 9:00am and ending at 3:00pm. Mr. Ramsay suggested PATC members consider attending.

APPRENTICESHIP AND TRAINING OFFICE DIRECTOR'S REPORT

Mr. Ramsay:

- Reminded PATC members to complete the required Financial Statement form previously sent. If needed, he can provide hard copies and/or email. Mr. Chambers requested e-copy be re-sent.
- Chairperson report submitted to PA L&I Secretary. He stated secretary was pleased with report content.
- Discussed Governor's executive order, development of the Keystone Command Center to include different state silos coming together for workforce and economic solutions. Members represent from various entities such as PA Chamber; AFL-CIO; Team Intermediaries consisting of Private and Labor employers; Dept of L&I. He noted apprenticeship has been a topic in many meeting discussions held to date.
- He is also working with Dept of State concerning licensures to allow workforce to create apprenticeships.

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- As get more information will share reports.
- Preparing for ATO Summit 2019. This event to focus more on employers. Also trying to get Keystone Command Center members to present and/or attend the event.

WORKFORCE DEVELOPMENT DEPUTY SECRETARY'S REPORT

Mr. Ramsay provided update on PA Smart: Letters of approval in process to send to those Grantees who were approved.

PUBLIC COMMENT

No one present.

CHAIR REPORT

Vice-Chair Columbus shared events in the Pittsburgh area that may interest members:

- Pittsburgh Building Trades – 2-day Career Fair/Career Event to be held March 29th for High Schools only and March 30th for the Public. He stated over 4100 expected to attend and many events will be hands-on.
- April 17th – Butler County Community College – Guest speaker: Eric Ramsay to discuss apprenticeship and more.

Mr. Chambers asked if Vice-Chair Columbus could share the March 29-30 event with members. Mr. Columbus stated he would email information flyers.

ADJOURNMENT

Mr. Chambers made a motion to adjourn the meeting, which was seconded by Mr. McGraw. All approved. Motion carried, meeting adjourned at 11:37am.

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 10:00 a.m. April 11, 2019 in the 17th Floor Conference Room of the Labor & Industry Building at 651 Boas Street in Harrisburg, Pennsylvania.