

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
FEBRUARY 14, 2019

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

Chair Lisa Godlewski 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
Lisa Godlewski
Michael McGraw

Public Members

Roy Christ
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
- Katherine Jones, Deputy Chief Counsel for the Office of Chief Counsel

JANUARY 10, 2019 MINUTES

Asterisk (*) not placed aside Mr. Columbus name who was on conference call during the meeting. Oversight and will be corrected. Motion to approve the January 10, 2019 meeting minutes with above correction was made by Mr. McGraw and seconded by Mr. Columbus. Motion to approve carried.

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Items requested from Programs reviewed February 14, 2019: Standards of Apprenticeship and Trade Addition programs, items required prior to next meeting held on March 14th for approval.

EDUCATION: CHOICE CAREERS LLC - Apprenticeship Mastery Program (AMP) for Public School Teachers:

- AMP Fact Sheet- Describes the AMP program
- APPENDIX A- Work Processes-OJL & RTI
- AMP Abstract-Apprenticeship for Teachers
- Norristown Area School District - Wage Progression Explanation and Safety Training Statement

AGRICULTURE: PA ASSOCIATION FOR SUSTAINABLE AGRICULTURE
- Diversified Vegetable Manager

- *Clarify* Ratio
- *Clarify*, provide more Safety details for OJL and RTI, include OSHA 10
- *Standards of Apprenticeship:* provide additional information to address ‘Credit for Previous Experience’

LOGISTICS: GOODWILL OF SOUTHWESTERN PA – Multiple occupations

1. **Customer Service Representative**
2. **Environmental Service Technician**
3. **Material Handler**

- *Ratio:* Request clarification
- *Wages* during instructions/classroom time are apprentices Paid or Unpaid? Also for OJL, entry level wage vs, journeyworker wage at completion doesn’t seem to align with what employers paying elsewhere. Request narrative in Standards and Work Process be updated to clarify.
- *Appendix E -Employer Agreements:* Indicate Goodwill ‘store location’ each employer is partnering with for OJL. Goodwill to provide a breakout.

TRADE ADDITIONS:

NTAP- Tool and Die Maker Occupation (*Machinist is also being considered, but the additional information was for the Tool and Die Maker occupation*):

- Appendix A- Work Processes - OJL & RTI
- NTAP Diagram- provides a visual for the NTAP Overview
- NTAP Overview- explains that the individual employers recruit their own apprentices

DISTRICT 1199C TRAINING & UPGRADING FUND:
Additions Counselor:

- *Standards Language:* Ratio – if under CBA, remove 1-4 language
- *Appendix E/Employer Agreement:* Add sponsor Name to related forms

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SECTION 2 - FEBRUARY 14, 2019 DISCUSSION: Standards of Apprenticeship and Trade Additions reviewed

EDUCATION: CHOICE CAREERS LLC

- Apprenticeship Mastery Program (AMP) for Public School Teachers

*In-Person Presenters: Choice Careers - Clara Console and Stephanie Cocchi
Phone: Chris Dormer – Superintendent, Norristown Area School District*

Presenters: Goal of two-year program is to provide teachers additional understanding of workplace needs, to become better career ambassadors and impact students. Employer, Norristown Area School District stated finding it harder to attract, obtain and retain teachers throughout the district. Apprenticeship model, if approved by PATC, would be the first of its kind in the US. The model would address the teacher shortage by matching novice teachers during on the job learning with mentors, master teachers, thus accelerating their teaching master degree, 50% could potentially reach professional status within five years.

Mr. Christ asked if the program would be for charter schools or just public schools? *Response:* Public school system. Goal to attract and retain, providing career ladders and increasing steps in salary. Indicated having nine letters of support from different employers. Mr. Griffin review of work process and related training instructions questioned how OJL is different, beyond what is already taught/shown prior to hire. How regularly will sponsor-elect mentor, be part of the program? *Response:* Apprenticeship two years of mentoring, exposure to differing topics, apprentices would meet on a meet weekly/monthly basis for continued learning while in the workplace, beyond what was learned in the classroom, with the understanding although not easy can be done with participating master journeyworker teachers. Mr. Christ, addressing the employer/school district, commented having concern, possible issue with collective bargaining union? *Response:* Coaching/mentoring would take place after work hours; stated additional information in the work process. Mr. Christ questioned if program offered to new or incumbent teachers and what of those who reach tenure? *Response:* Program to be offered to 1st and 2nd year teachers. Mr. Kindt comments, trying to understand what PATC needs to approve and does not understand the wage schedule provided. Mr. Christ and Mr. Griffith agreed could not determine wages. Mr. Ramsay advised wage schedule was as per CBA with Joint employer and as a Group sponsorship each employer would have a separate employer agreement, Appendix E, indicating separate wage schedule. Chair Godlewski requested more details for the work process. Mr. Chambers commended the school district for looking for ways to breach the gap of obtaining/retaining teachers. He advised district to review the work process/related training instructions overview, review greatest items shared by all employer partners and combine to reflect same outcomes. Mr. Ramsay requested in addition to what was discussed, if Council had additional questions/comments they could submit emails to his attention.

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AGRICULTURE: PA ASSOCIATION FOR SUSTAINABLE AGRICULTURE

- Diversified Vegetable Manager

In-person: Dan Dalton

Presenter: Creation of program took two years to develop. Farming community conversations expressed lack of opportunities; burnout; gaps and inconsistent farm training. Examined a registered apprenticeship in Wisconsin to model/jumpstart similar program in Pennsylvania. Networked with WI's organic registered program and Vegetable Growers Association to gather information for PA program. Goal to provide farmer training to those who work one acre up to 150 acres; including financial and farm business training. Partnering with Penn State Extension Growers as provider for related training instructions; emphasis on safety for both classroom and on the job. Also farm assessment, pesticides and tractor training. So far, as many as 40 farmers and 50 apprentices have expressed interest in participating in the apprenticeship program.

Mr. Christ questioned the apprentice to journeyworker ratio on one acre versus multiple acres. *Response:* Journeyworker limited small scale farms to bigger areas. Mr. Griffin commented program proposal is for Vegetable Farm Manager yet website for RTI indicate different. Is the information on website relative, same RTI overview as provided? Mr. Kindt also questioned the RTI process, is it all online or will there be some actual classroom training? He noted webinars offered as optional, unclear what is required. He also expressed concern on Tractor safety, would like to see more specifics. Mr. McGraw agreed on the need to see more details, for example what type of hands-on duties will apprentices perform during safety training, OSHA 10? *Response:* RTI provide Penn State Extension has a Tractor crew and equipment to provide hands-on and safety training. Mr. Columbus comment on section 11 of Standards, did not see narrative response to Credit for Experience. *Response:* Minimum one year of Farm competency

LOGISTICS: GOODWILL OF SOUTHWESTERN PA – Multiple occupations

1. Customer Service Representative
2. Environmental Service Technician
3. Material Handler

In-Person: Dave Piontek

Presenter: In area, 20 plus Goodwill retail stores with goal to provide their program clients, low-income and disabled via apprenticeship training, successful employment and retention. Has partnered with 200 employers for the OJL components and local area community colleges for related training instructions. Chair Godlewski requested summary each occupation wanting to register. *Response: For occupations:*

- (1) Customer Service Rep: Provide soft skills how to run registers; ring up retail purchases;
 - (2) Environmental Service Tech: Taking care of facilities, inside and outside
 - (3) Material Handler: Bulk scale processing what goes out to Goodwill retail outlet centers, proper stacking and material movement
- Mr. Griffin expressed concern on the following: apprentice being paid or unpaid during RTI; entry level wage vs. journeyworker wage at completion for OJL and if any potential career ladders. Request review of wage increments for skills upgrade. *Response:* Career ladders can be offered yet must start with fundamental responsibilities. Stated about 85% of Goodwill program participants have barriers/challenges to

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any employment and don't know how to do basic job functions. Apprenticeships would help Goodwill clients become employed, learn/upgrade skills and retain employment once apprenticeship programs completed. Mr. Kindt questioned if the Goodwill three apprenticeship programs request were trade additions or separate sponsorships. Mr. Columbus questioned if the three programs requested were apprenticeable? *Response:* Each Goodwill is a separate store, thereby separate sponsorships. Mr. Ramsay requested Goodwill store location be noted on each Appendix E, Employer Agreement. Mr. Leonard (USDOL) noted occupations requested are apprenticeable. Mr. Christ request more safety details in program components. Mr. Columbus questioned if forklift training provided and each occupation's ratio. *Response:* Forklift training is provided. Safety component includes OSHA 10 and 30. Ratio may be 1-1 because multiple OJL areas are small, thereby only be one apprentice trained. *PATC:* Mr. Columbus reminder: If increase apprentices must comply with PA ratio requirements.

TRADE ADDITIONS

NTMA PHL-DEL VALLEY CHAPTER:

1. Tool & Die Maker
2. Machine Operator

In-Person: Clara Console and Stephanie Cocchi – Career Choices, LLC

Phone: John Shegeda, MS Centerless Grinding (employer) and Eric Wilhow

Presenters: Requesting two more occupations added to existing CNC Machinist and Industrial Maintenance Mechanic apprenticeship programs approved 2016. Current apprentices request shift to other occupations. Mr. Christ review of work process: what machine operators will do? will apprentices have exposure to different machines? Mr. Chambers noted details for 'Stamping/Assembly' component not visible; possibly cut-off. Request review and more specifics in the work process document. *Response:* Machine operators are shown 'how to' on specific machines use such as lathe, milling and basic safety. Once basic tenets known each OJL employers can demonstrate proficiency or applicable machinery. Mr. Chambers noted inconsistencies in paperwork, such as term length of each occupation in addition to RAPIDS code. Request review and corrections where applicable to work process and/or standards of apprenticeship documents. Mr. Griffin questioned who recruits apprentices and what is selections procedure if NTMA/NTAP (sponsor) is not the employer or RTI provider. Mr. Chambers review of the Selection Criteria section of Standards, suggested sponsor establish a minimum set of criteria for all employers. Mr. Ramsay provided Council clarification of group sponsorship and will have NTMA-NTAP provide role in the apprenticeship program. Mr. Columbus questioned related training instructions provider Third Party letter from Delaware County Community College, dated 2016. Details in letter created for CNC curriculum, is it same for Tool & Die Maker occupation? Requested update/clarification to third party letter and flow chart showing sponsor flow in the apprenticeship programs. Mr. Ramsay requested in addition to what was discussed, if Council had additional questions/comments they could submit emails to his attention.

DISTRICT 1199C TRAINING & UPGRADING FUND:

- Addictions Counselor

Phone: District 1199C Ex. Director Cheryl Feldman; representation from *JEVS; AFSME and*

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Penn State-Abington

Presenters: Program created to address the opioid crisis in the Philadelphia county area. Employers express consistent incumbent worker training program to recognize work accomplished; Wage increases to what normally received. RTI provider, Penn State-Abington, has approved an 18-credit component for apprentices who complete the program to apply for addictions counselor certification. Sponsor/Employers have group of interested incumbent workers willing to start apprenticeship training. Mr. Griffin review of Standards noted ratio inconsistencies. Mr. McGraw advised update to standards and applicable employer agreements (Appendix E) to annotate the following: if Joint employers, compliance with CBA ratio, by removing PA ratio compliance language. If Non-Joint employers, require addition of language relative to PA ratio compliance. Mr. Griffin noted union employer agreement form (JEVS) Appendix E, did not have the sponsor name inserted. Mr. Christ asked how many apprentices foresee for program participation. *Response:* One non-union employer has 11 and one union employer has 6 who have started related training instructions classes, a total of 17. Deputy Sec. Cipriani asked if program is in alignment with the PA Opioid Grant awarded to Philadelphia county? *Response:* Yes, new apprenticeship program created for incumbent workers to align with grant and also provide future pipeline candidates. Ms. Cipriani advised Council, PA is one of six states awarded Opioid grant. Current workforce does not have enough training in this area and PA has goal of filling counselor positions to address the current crisis.

This section refers to the programs that were reviewed on February 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.

APPROVAL of Standards of Apprenticeship and Trade Additions discussed during the January 10, 2019 meeting.

PATC: Chair Godlewski asked if anyone present or on phone for group of programs to be approved. Mr. Ramsay reminded Council of new policy in effect with the January 2019 meeting: One PATC meeting month for Presentation and Review only, for any new apprenticeship programs and/or trade addition requests. The new process allows a 30-day window for ATO to receive and process any additional information or clarification requested by Council prior to following month scheduled meeting. The 30-day window is also a wait period for all programs reviewed in previous month. Those who presented in review month do not have to be present or on phone and will be advised of their approval via email. Mr. Ramsay advised Council items requested were reviewed met requirements for approval. The following programs approval discussion, February 14, 2019:

CONSTRUCTION

• **DEPARTMENT OF LABOR AND INDUSTRY, B.O.I.S.**

- Uniform Construction Code (UCC) Elevator Inspector

Mr. Christ motion to approve and seconded by Mr. Griffin. Motion carried.

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TRADE ADDITIONS

• **DISTRICT 1199C TRAINING & UPGRADING FUND**

- Advanced Medical Assistant

Mr. Christ motion to approve and seconded by Mr. McGraw. Motion carried.

• **GLAXO SMITH KLINE (GSK)**

- Validation Technician

Mr. Christ motion to approve and seconded by Mr. Chambers. Motion carried.

• **MANUFACTURERS ASSOCIATION OF SOUTH CENTRAL PA**

- Industrial Manufacturing Technician
- Industrial Maintenance Mechanic
- Mechatronics
- Quality Control Technician

Mr. McGraw motion to approve and seconded by Mr. Columbus. Motion carried.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

- Mr. Ramsay presented for PATC discussion: One impediment to employers are individuals with a record; even if incarceration time is served and dues paid. Some of these individuals could potentially become apprentices, employed and trained, in state approved apprenticeship programs. Opened to Council for comments, thoughts and suggestions: How to re-integrate this population into the apprenticeship world? Chair Godlewski suggested PATC consider a sub-committee of members to volunteer and address a workforce solution. The sub-committee would convene, prepare and submit report during old business discussion of future meetings. Mr. McGraw; Mr. Brubaker and Mr. Christ volunteered to participate in the sub-committee. Deputy Secretary Cipriani applauded the decision to create a committee. She stated 1 in 3 job applicants are ex-offenders and even with PA Clean Offender Policy it does not clean, expunge, some offenses. Mr. Christ suggested when concrete plan created, sub-committee consider pilot run in Dauphin County. Mr. Kindt suggest Legal Dept. review suggestion of a sub-committee prior to first meeting to be sure Council not overstepping boundaries. Mr. Leonard shared Berks Connections/Pretrial Services, a non-profit organization providing pretrial services and reentry programming for inmates was approved PAsmart funding for programs through Berks Reading/Muhlenberg CTC.

DEPARTMENT OF EDUCATION

Nothing to report.

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U.S. DEPARTMENT OF LABOR

Mr. Leonard update to USDOL website: All employers can post apprenticeship job openings

Presented Guest speaker, Dave Rich, Director of Veterans Employment & Training (VET) USDOL region states he represents: PA; DE; VA; DC; WVA and NJ. Discussion: Employers looking to hire younger veterans. VET region looking to increase awareness among younger vets in getting involved with apprenticeship programs; bridging the gap to building careers on knowledge gained in the military. Assist vets to recognize what they did in the military can be transferrable to different skills, occupations. Many can utilize Post 911 GI Bill funding. Provided overview of the Transition Assistance Program (TAP) for small, medium and large businesses and described the ‘Hire Vets Medallion’ an electronic award earned by businesses and given each November on Veterans Day. The electronic award is posted online on the employer’s website and when viewed informs the reader that the employer is federally recognized as a Vet friendly employer. The award must be earned and reviewed yearly. Provided his contact information: rich.david@dol.gov and telephone, 302.761.8139.

PATC Mr. Columbus commented, medallion is not available to apprentices, only to employers. Suggested sponsors can add language in standards of apprenticeship advising of any employer partners who may have current award of the Hire Vets Medallion.

APPRENTICESHIP AND TRAINING OFFICE DIRECTOR’S REPORT

- See under New Business

WORKFORCE DEVELOPMENT DEPUTY SECRETARY’S REPORT

Ms. Cipriani provided update on PAsmart grant recipients throughout state

PUBLIC COMMENT

No one present.

CHAIR REPORT

Chair Godlewski discussed as per Registered Apprenticeship Act, section 4.b, PATC must provide an overview of what was done during the previous year. Mr. Ramsay did not recall if this was ever provided in the past. He will send a draft 2018 overview report to each member for their comments and feedback. Chair Godlewski requested that upon receipt of electronic report that each member review and provide feedback ASAP as the final report is due to L&I Secretary by February 15, 2019.

ADJOURNMENT

Mr. Christ made a motion to adjourn the meeting, which was seconded by Mr. Columbus. All approved. Motion carried, meeting adjourned at 12:50 pm.

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 10:00 a.m. March 14, 2019 in the 17th Floor Conference Room of the Labor & Industry Building at 651 Boas Street in Harrisburg, Pennsylvania.