

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
February 9, 2023

(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 McGraw | X | | | | |

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: 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
Sheila Berry, Special Project Apprenticeship and Training Representative, Apprenticeship and Training Office
George Tanner, Special Project Apprenticeship and Training Representative, Apprenticeship and Training Office
William Miner, Data Entry Specialist, Apprenticeship and Training Office
Jared Young, Statewide Special Project Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office
Danielle Demirovic, Pre-Apprenticeship Manager, Apprenticeship and Training Office
Sam Primak, Grants, Compliance, and Statistical Development Manager, Apprenticeship and Training Office
Jeanette Colman, Job Seeker Liaison, 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

Nicholas Burdick, Multi-State Navigator, Office of Apprenticeship

Approval of January 12th Meeting Minutes:

Motion to approve January 12th, minutes as submitted by Michael McGraw; seconded by Robert Bair. Motion approved unanimously.

Public Comment:

- No public comment

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

Vocational Rehabilitation Specialist)

- Office of Vocational Rehabilitation has continued to work on advancing of apprenticeship. They may have had an initiative up for review.

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

- She advised council that this is her last report as the Acting Deputy Secretary and she has transitioned back into her previous role as the Director of Unemployment Compensation Benefits Policy. Maria Mackus that has been the Unemployment Compensation Chief Council transitioned to the Unemployment Compensation Deputy Secretary.
- The Federal Equity Grant they use to provide in person services was a one-time grant and they expect it to run out in April. The new administration is looking at how they can expand the grant. They were able to serve more than 29,000 people with this grant.
- The Unemployment claims volume went up in the fall and winter but now they are having a historic low volume. Because the claims have been low, they are able to clear the back log that they have.
- They are looking at ways to add to there customer service depending on funding.
- Robert Bair said that taxable wage base can only be used for benefits. Could the employee shares be used as a permanent funding for people to be placed in the CareerLinks?
 - Acting Deputy Secretary Susan Dickinson replied that they have been looking at what the cost would be to have people stationed at the CareerLinks for two days and maybe add a third day. They figure the cost would be about a million a month. The Sift fund is the primary funding they are looking at to use.

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

- Daniel Kuba announced that he is officially the Deputy Secretary for Workforce Development.
- Over the last two months they have looked at the unemployment claims from 2020, 2021 and early 2022 and they compared them against the new hire data, wages and records. They identified people that received one claim and is not working. They will be starting an outreach program to those people with information advising them of the services that are available. They believe that they will find out what are the barriers are for people to return to work.
- They are using the online training SkillUp PA to expand in different areas. They have had multiple presentations in intermediate units and other departments. They are working with the department of services to provide professional development. Professional development is a key area that they hope to provide and inform people on how to utilize the system and services around apprenticeship and pre-apprenticeship.
- Robert Bair said that a big problem for people getting back in the workforce is childcare but he is interested in if they are tracking the differences between the rural and urban areas for transportation issues.
 - Deputy Secretary Daniel Kuba replied that they are talking to percipient about those kinds of barriers and gathering that kind of information. They may be able to help with the barriers with federal funds if not they may have to find the funds within the state.

Report: U.S. Department of Labor, Office of Apprenticeship (Nicholas Burdick, Multi-State Navigator, Office of Apprenticeship)

- The National office is being restructured and they are adding a new division.
- There is potential funding coming out in the spring or early summer he was unsure how the funding is going to be allocated.

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

- a) Central Pennsylvania Institute of Science and Technology, Wastewater Systems Operator, 2nd Review, Trade Program, Group Non-Joint
 - Sponsor Representative: 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 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 council suggested
 - Wage schedules – hours per level or accumulative – choose one to indicate the same display of measurement.
 - Michael McGraw made a motion to approve the program with administrative changes, was seconded by Jon O’Brien; motion was carried unanimously by council; no abstention
- b) Globus Medical, Prototype Model Maker, 2nd Review, New Program, Individual Non-Joint
- Sponsor Representative: Francis C. Torrente, Machining Technology Instructor, Globus Medical
 - Francis 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 council suggested
 - Question 16 appendix G - has additional things that their standards section 10 does not have. Ensure the language is consistent. Remove all verbiage of all other testing.
 - Gregory Chambers made a motion to approve the program with administrative changes, was seconded by Robert Bair; motion was carried unanimously by council; no abstention
- c) UPMC, Nursing Assistant Certified, 2nd Review, New Program, Group Non-Joint
- Sponsor Representative: Angela Borgo, Senior Director Quality Education and Compliance, UPMC; Rebecca Daily, Human Resource Consultant, UPMC; Edger Largaespada, Director of Industry Strategy, Partners for work
 - Angela 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 council suggested
 - Work Process schedule and progression - add the completion of the National Nurse Aid Assessment Program (NNAAP) testing as the validation. Remove the competencies 1 through 3 of and could leave the MYSTEPP 1 and MYSTEPP 2.
 - Page 39 – Change verbiage to something like “this was the standard approved program at time of registration and is subject to change to maintain compliance with Department of Education’s approval.”
 - Robert Bair made a motion to approve the program with administrative changes, was seconded by Jon O’Brien; motion was carried unanimously by council; no abstention
- d) National Association of Insurance Professionals, Inc, General Insurance Associate, 2nd Review, Group Non-Joint
- Sponsor Representative: Ron Harden, National Association of Insurance Professionals, Inc owner/operator, National Association of Insurance Professionals, Inc
 - Ron 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 council suggested
 - Pages 33 and 38 - Employer acceptance agreements – Should add that the apprentice will need to have the license that is required to be in the apprenticeship.
 - Page 47 – Question 6 – program graduates will be made a job offer for full time employment with the standards benefits package- should be changed to “will retain full time employment upon graduation.

- Robert Bair made a motion to approve the program with the administrative changes, was seconded by Lisa Williams; motion was carried unanimously by council; no abstention
- e) PeopleShare LLC, Career Development Technician. 2nd Review, New Program, Group Non-Joint
- Sponsor Representative: Zachary Rogers, Director, Strategic Partnerships, PeopleShare LLC
 - Zachary gave an overview of changes that were make from the list that council suggested last meeting
 - A discussion took place between the council and sponsor
 - Summary of changes council suggested
 - Page 91- update the word from recommended to required for the high school diploma.
 - Ensure job titles match throughout document, i.e. there was inconsistent use of “sourcing recruiter” and “recruiter through the document.
 - outline what safety is given to the apprentices and what will be received through training in the RTI/curriculum overview
 - Gregory Chambers made a motion to consider this program at the next council meeting; was seconded by Barry Kindt; motion was carried unanimously by council; no abstention
- f) Union Community Care, Certified Clinical Medical Assistant, 3rd Review, New Program, Individual, Non-Joint
- Sponsor Representative: Melissa Shultz, Chief Officer, Union Community Care Alisa Jones, President and CEO, Union Community Care
 - Melissa 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 council suggested
 - Page 39 - language in RTI letter to use the word modules and not competency to match what is listed in the standards.
 - Appendix G question 16 and standard section 10 – align the verbiage in both sections to state that the employee must be a current employee to enter the program
 - Robert Bair made a motion to approve the program with administrative changes, was seconded by Gregory Chambers; motion was carried unanimously by council; no abstention
- g) Keystone Community Education Council, Building Maintenance Repairer, 2nd Review, Trade Addition, Group Non-Joint
- Sponsor Representative: Lance Hummer, Executive Director, Keystone Community Education
 - Lance 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 council suggested
 - Page 26 – support letters need to have the Industrial Maintenance occupation tile changed to Building Maintenance Repairer because the two titles are not interchangeable
 - Page 37 – under related technical instruction remove the industrial maintenance verbiage
 - Michael McGraw made a motion to approve the program with administrative changes, was seconded by Timothy Griffin; motion was carried unanimously by council; no abstention

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

- a) We Love Philly, Digital Marketer, 1st Review, New Program, Group Non-Joint
- Sponsor Representative: Carlos Aponte, Executive Director, We Love Philly
 - Carlos gave an overall summary of the program
 - A discussion took place between the council and sponsor
 - Summary of changes council suggested

- Page 24 -gray section – could change the verbiage from competency to learning objectives or training objectives but the Competency Group Rubric outlines the competencies.
 - Standards Section 10 – Other – add to the qualifications that the Candidate must pass interview.
 - Provide a copy of the safety plan and include the employer site inspection
 - List out what credentials are earned and indicate what are mandatory or optional.
 - Robert Bair made a motion to consider this program at the next council meeting; was seconded by Lisa Williams; motion was carried unanimously by council; no abstention
- b) FortyX80 Inc, Cyber Security Support Technician, 1st Review, Trade Program, Group Non-Joint
- Sponsor Representative: Tarelle Irwin, Asst. Director of Talent Development and Apprenticeships
 - Tarelle gave an overall summary of the program
 - A discussion took place between the council and sponsor
 - Summary of changes council suggested
 - All competencies do not appear to be repeatable; competencies need to be clear and objective with yes or no measurable; how are they being assessed – This program may be better suited as a time-based
 - Page 32 - Letter states cyber security analyst – update job title to the occupation title being presented.
 - Timothy Griffin made a motion to not approve this program, was seconded by Robert Bair; motion was carried unanimously by council; no abstention
- c) PA Academy of Trades, Able Seaman, 1st Review, New Program, Group Non-Joint
- Sponsor Representative: Ruth Byrd-Smith, Member, PA Academy of Trades LLC; Karen Kutzer, PA Academy of Trades LLC; Cliff Weiss, PA Academy of Trades LLC
 - Karen gave an overall summary of the program on behalf of Ruth
 - A discussion took place between the council and sponsor
 - Summary of changes council suggested
 - Page 30- need to change the RAPIDS occupation code to the time-based code
 - Timothy Griffin made a motion to approve the program, was seconded by Robert Bair; motion was carried unanimously by council; no abstention
 - Roll Call taken by Cristie DeWitt
 - Approved by Timothy Griffin, Robert Bair, Jon O’Brien, Mike McGraw, Lisa Williams, Gregory Chambers and Lisa Godlewski
 - The motion carried, and the program was approved
- d) New Village Institute, Automotive Technician Specialist, 1st Review, New Program, Group Non-Joint
- Sponsor Representative: Tara Wolff, Director of Corporate Resources, New Village Institute Blairsville LLC
 - Tara gave an overall summary of the program
 - A discussion took place between the council and sponsor
 - Summary of changes council suggested
 - All competencies may not be repeatable, competencies need to be clear and objective, with yes or no measurable- Some categories are repeated need to combine or redefine. May be more appropriate as time based. Work to see if this would be better as time-based.
 - Page 20 RTI – hours are listed as 300 per year should be listed as total
 - Standards section 10 - Certified Automotive Technician Test – concern with aptitude test as qualification for entry. Could have a third-party validation for testing.
 - Appendix G question 11 - Need add that they will earn the Automotive Service Excellence (ACE) G1 Repair Technician certification of program.

- Tools - No cost to the apprentice? Who provides the tools? Suggestion put in packet that the apprentices are required to provide their own tools. Suggests providing a tool list. Suggestion could add a payroll deduction.
- Robert Bair made a motion to not approve the program, was seconded by Michael McGraw; motion was carried unanimously by council; no abstention

Modification Approval

- a) No new modification requests

Deregistration

- a) Cancel Program at Sponsor's Request
 - i. Custom Tool and Grinding Inc – Machinist CNC Tool Grinding – Email of Request October 31, 2022. Reason: They do not have any current apprentices and do not plan to hire any in the foreseeable future.
 - i. Lesleh Precision Inc – Machinist – Email of Request January 24, 2023. Reason: Are not interested in pursuing apprentices at this time.
- Jon O'Brien made a motion effective as of February 9, 2023, to Deregister Custom Tool and Grinding Inc and Lesleh Precision Inc; was seconded by Robert Bair; motion carried unanimously by council; no abstention

One Year Program Audit Results

- a) No audits for January

Provisional Review Follow Ups

- a) Keystone Chapter ABC, Assembler, Pre-Engineered Metal Building, Group Non-Joint, Approved August 19, 2021, First Review August 22, 2022, Six Month Provisional audit January 11, 2023: Recommendation – Continue with permanent registration.
 - Timothy Griffin is concerned about this program just meeting the minimum
 - Director Tara Loew said that the program was put on an additional provisional review and that they meet the minimum requirements for permanent registration

Complaints

- a) Mack/Volvo Update
 - Director Tara Loew said that they received answers for the questions they submitted to Mack/Volvo. She is in the process of drafting a recommendation. She said that she will add a folder in OneDrive with the documents so that council can review before the next council meeting in March and council will need to vote.

Old Business

- A) Programs Approved per Admin Changes
 - i. EducationWorks, Youth Development Practitioner, January 27th, 2023
 - Apprenticeship and Training Representative Drew Grasso stated that they made the changes that were requested to the work process

New Business

- Nothing to Report

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

- Director Tara Loew advised council and her team that the meetings will continue to be long.
- She gave a staffing update
 - The two Special Project Apprenticeship and Training Representative positions have been filled by Sheila

Berry and George Tanner

- She defined their roles
- Both Sheila and George gave an overview of their backgrounds
- Sam Primak was promoted to the Grants, Statistical Development, and Compliance Supervisor. They will be filling his old position and the title will be change to Grants, Statistical Development, and Special Project Specialist.
- The Apprenticeship and Training Office held several meetings with the Apprenticeship Building America (ABA) sub-grantees discussing the terms and condition and the expected outcomes.
- They are hoping to be able to announce the awardees in two to three weeks for the Healthcare Industry Partnership Grant.
 - New grant opportunities may come out later that would possibly focus on sponsors or intermediate areas.
- Director Tara Loew was able to discuss the work that has been done in her office with the governor’s transition team and answer any questions they had.
- The biannual paperwork updates are almost done. The paperwork reflects a lot of what was suggested by council as well as EEO updates
- Director Tara Loew stated that the leadership at Labor and Industry are looking to fill the vacant position on council. They are looking for recommendations and accepting resumes. The letters of interest and resumes can be submitted to Director Tara Loew.

Report: Council Chairperson (Lisa Godlewski)

- She wanted to know if the new governor had said if he would like to have meeting to be virtual or in person. Governor Shapiro has not given direction at this time.
- Chairperson report is given to the secretary by February 17th of each year. She thanked Director Tara Loew and her staff for all the hard work on the report.
- Chairperson Lisa Godlewski asked council if they would like to split the council meeting into two days a month.
 - Most of the council members stated that they would like to keep the meeting to the one a day month.

Adjournment

- Motion to adjourn by Robert Bair; was seconded by Timothy Griffin. Approved unanimously. Meeting adjourned at 2:20 pm.

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 9:00 a.m. March 9, 2023. Virtual meeting information is found on the reoccurring invite.