

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
September 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 9:03 a.m.

PA Apprenticeship and Training Council Members in Attendance:

Employee Members

Roscoe Green
Mike Neill
Timothy Griffin

Employer Members

Gregory Chambers
Mike McGraw
Roger Brubaker
Lisa Godlewski

Public Members

Katy Rittle

Ex-Officio Members and Designees:

Unemployment Compensation Programs, PA Department of Labor, and Industry: Susan Dickinson, 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
Jim Reese, ATR, Apprenticeship and Training Office
Joe Bass, ATR, Apprenticeship and Training Office
Nukea Finley, Clerk2, Apprenticeship and Training Office
James Chiarchiaro, KDP, Contractor for Apprenticeship and Training Office
Samuel Primak, Grants and Statistical Development Manager, Apprenticeship and Training Office
Gina Meringer, Limited Term Clerk, Apprenticeship and Training Office

U.S. Department of Labor

Ron Leonard, Deputy Regional Director, Office of Apprenticeship

Public Comment:

- No comments

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

- Not present

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

- Not present

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

- Stated that they finished all the federal programs. All programs ended as of last week and back to the regular unemployment claims. They are getting about 9 to 10,000 claims a week. They are back down to the levels of

unemployment claims before the pandemic.

- Waiting to see if they are going to do the declaration disaster for Hurricane Ida.
- Reactivated certain parts of unemployment such as having to wait a week to receive a pay and having to register to work.

Ex-Officio Member Report: Workforce Development, PA Department of Labor, and Industry (Sheila Ireland, Deputy Secretary)

- Not present

Report/Presentation: U.S. Department of Labor, Office of Apprenticeship (Ron Leonard, Deputy Regional Director, and Jim Foti, Regional Director)

- Jim Foti stated National Apprenticeship week has been announced as the 3rd week of November 15, 2021. Ron Leonard stated that everything will be listed on the website for Apprenticeship week including where to meet and who to contact.
- Expected to hire a new multi-state navigator in the next month.
- Stated that it's the time to step up and expand into the new Apprenticeship and different models.
 - Stated that it is time to expand the apprenticeship to women, people of color and people with disabilities.
 - Stated that he and Ron Leonard are working hard on teams in Washington and all over the country, trying to use their expertise to help grow apprenticeship.
 - Ron Leonard gave a summary about the history of apprenticeship. Stated that he noticed that in the census records back in the 1800's, he did not see new or expanded opportunities. Technology was not there.
 - Talked about the trends in the competency-based programs and what it looks like. He stated that competency-based allows you to look, learn and document all the things you learned, to prove in the occupations.
 - Highlighted the need for more education to happen towards the front of programs (i.e., front-loading) due to the nature of advancements in technology, etc. i.e., today, many occupations will need more education up front before being able to take part in meaningful OJT.
- Jim Foti encourages council to work more closely with the State and the federal offices.

Old Business

- Chairman Lisa Godlewski asked Director Tara Loew if she had any reports from the Governor's office yet on filling the two seats. Her fingers are crossed for the healthcare and technology fields.
 - Director Tara Loew answered and said she knows that there have been no decisions made but there has been a bunch of resumes on the Governor's desk, a few in healthcare and doesn't believe there is any in IT

New Business

- Pennsylvania Apprenticeship and Training Council (PATC) meeting frequency and length
 - Two Meetings per month with cut off time vs. one meeting per month
 - Roger Brubaker commented on the meeting length. He stated that he is ok with two meetings to limit the time and make a hard cut off.
 - Chairman Lisa Godlewski stated that having two meeting doubled our workload and her and Director Tara Loew has been working on two other things, the time limits and the three-minute time of the introduction of the program. She thinks we will keep that moving forward. She stated that works well.
 - Mike McGraw stated that he agrees with Roger Brubaker and prefers to carve out one full day and schedule maybe 3 to 4 new programs and then maybe 5 second or more review programs

for that day. He states that with the 1st review they should be looking at the content which requires more time, so less programs in the initial review, then when they come back the second time that would be corrected.

- Gregory Chambers stated that he agrees with most of the council members that a one-day meeting would be beneficial, if it's going to be a one-day virtual meeting he feels that its going be more difficult, and he is not sure about that.
 - Tim Griffin is in favor of a one monthly meeting with higher quality programs being presented.
 - Cristie DeWitt stated that two meeting would be more beneficial than one meeting a month for them to get more quality.
 - James Reese stated that he personally doesn't like two meetings a month.
 - Joseph Bass stated that he would like the two meetings a month he thinks its manageable.
 - Roscoe Green stated that one day is a little bit long, so he is in favor of two meeting.
 - Moving forward the Council agreed to have two meetings per month with cut off time.
- Program number cap
 - Timothy Griffin stated that he believes if a program doesn't meet their standards to be approved, the program would need to go back for a second time to initially review. He stated it takes a lot to review the programs.
 - Virtual Meetings vs. in person meetings
 - Director Tara Loew asked if Chairman Lisa Godlewski wanted to shed some light to the council on the new information that they received from the governor's office on not recommending and doing in person meetings for a while.
 - Director Loew stated that she attached an order of memo to the meeting invite, regarding specifically Labor & Industry not having to meet in person or have visitors at this point.
 - Moving forward the Pennsylvania Apprenticeship and Training Council meetings will continue to be virtual Microsoft Teams per Governor's request.
 - Council Procedures for program reviews
 - Director Tara Loew stated that the Apprenticeship and Training office were given the ok to hire an additional 13 positions. Majority of those positions are going to concentrate on compliance. She stated that we will have a break with less programs as of now, but she does see the programs building up in the future due to increased interest and the addition of more staff and so capacity.
 - Roger Brubaker asked if the new staff could screen the applications and present to the council a better product so that the council is not having to dot eyes. He stated that he would hope council would spend more time talking more about the neatness of the application other than talking about whether something is signed, missing information, or something is not filled in.
 - Tara Loew stated that the packets go through multiple hands before it gets presented to council and the council will get to see a better complete product which is important.
 - Chairman Lisa Godlewski stated that she got a little sensitive about the amount of time to submit documents.
 - Director Tara Loew stated the agenda will only need to be posted within 24 hours according to Sunshine Act. The meeting minutes doesn't have a time period. The program packets would be a week prior.
 - Chairman Lisa Godlewski asked the council what they feel as 5 working days or 7 calendar days, what do they feel they need to review several programs effectively.
 - Greg Chambers asked what the council is trying to achieve, is it just the program being in compliance with the regulations, or are they evaluating the actual content of the program? He stated that each

council member has their own different frames of references and they each have their own opinion of what's good and what's bad.

- Timothy Griffin stated that if the programs were properly prepared in advanced, we could get through the programs a lot quicker. He has a concern about council building programs. He feels like the sponsors should be putting forward their final product.
- Director Loew stated that the ATO discussed submitting the packets on Wednesday the week prior and she thinks its in line with the regulations.
- Tim Griffin stated that a week should be enough. A week prior to their initial review is sufficient for council to look it over in general, but a week prior to voting he doesn't think its enough especially if there are any questions they have.
- Peter Getzie stated that the chair sets the time and place of the meeting and then the director of the secretary must notify the board of the meeting one week in advanced of when the packets must be to the council members.
- Chairman Lisa Godlewski stated that they are working on bylaws for council hoping that it provides a little structure for council. It comes out of the regulations and the act itself.
- Moving forward the Council will receive the packets and necessary documents a week prior to the Council meeting to review.

Overview

- Chairman Lisa Godlewski summarized of what was discussed
 - A little bit divided as far as the two meetings versus one meeting a month.
 - The ideal is that we will be virtually in the future.
 - There is an appetite for the two meeting a month it seems to be more helpful to the ATR staff.
 - New programs for the first week and second or more review in the second week.
- Chairman Lisa Godlewski asked the council and the ATO staff is this something that we want to try for October, or one meeting a month.
 - Peter Getzie stated that the act requires that they meet once a month and then as much as necessary according to majority of the council. The time and place of the meeting is set by the Chair.
 - Roger Brubaker stated that he like to give the two meetings a month a try and modify that.
- Mike McGraw Stated that he would like the two meetings per month.
- Chairman Lisa Godlewski stated that the first meeting will be for new programs and the second meeting would be for programs of secondary review. The meetings will be virtual from Microsoft teams.
- Gregory Chambers asked to make the motion to accept the proposal that was in.
- Roger Brubaker seconded that the first October meeting will be for programs on initial reviews and the second meeting will be secondary or more review.

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

- Director Tara Loew gave a brief overview of the new website on the PA CareerLink apprenticeship website.
 - Stated there was a ton of work put in to get the new website launched with lots of positive feedback.
- Stated National Apprenticeship Week 2021 is November 15-21, 2021- National Apprenticeship Week (NAW) is a nationwide celebration that brings together business leaders, career seekers, labor, educational institutions, and other critical partners to demonstrate their support for apprenticeship. NAW also provides apprenticeship sponsors with the opportunity to showcase their programs, facilities, and apprentices in their community.
 - L&I Press Office would like to do a series of press tours that week showcasing various programs
- Stated the ATO in the past hired a fellow intern to organize the summit and will instead put request bids for a professional organization to run the summit event in the Spring or Fall of 2022
 - The procurement process is starting now but based on staffing capacity and procurement process timeline, still not sure this event will take place until either Spring or Fall of 2022.

- Staffing Update
 - Director Tara Loew stated Cristie Dewitt has started as the Workforce Development Supervisor. Her role is to supervise and support all the Apprenticeship and Training Representatives. Her role will allow for more of a stringent check and balance system for the packets before they come to council.
 - The Pre-Apprenticeship manager and administrative officer accepted the position and begins on October 5.
 - Joe Bass has transitioned to the Central Apprenticeship and Training representative position.
 - Southeast ATR position closes externally tomorrow and will begin interviews ASAP after that.
 - The created position for Northern Region ATR will be posted internally 9/10: and externally 9/24.
 - She has been given permission to hire up to 13 new staff members, and have developed 10 of the 13 job descriptions and they have been submitted to HR. They are already in the process of being posted. The positions are:
 - One Clerk 2
 - One Northern Region Apprenticeship and Training Representative which is already in the works of being posted.
 - Three additional statewide Apprenticeship and Training Representatives concentrating building and maintaining apprenticeship programs in special projects, nontraditional occupations, and potential concentration on specific industries
 - Two Apprenticeship and Training Reps dedicated to compliance and provisional review
 - Two Workforce Development analysts concentrating on data entry and one statewide apprenticeship and training rep that acts as a jobseeker liaison.
 - Jim Reese is retiring, his last day will be October 29, 2021
- Approved Program Report sent out monthly
 - Director Tara Loew stated that Nukea Finley (ATO Clerk) has been sending out the approved program reports and now the council members will be receiving the reports moving forward. You should have received your first one. This is something that we send out monthly to Workforce Development Board Directors, Our press office, and some other stakeholders. Moving forward, will continue to send that out for council's benefit.
- ATO- roles and responsibilities as administrative arm of council
 - Director Tara Loew stated as you look at the regulations, it may appear council is required to participate in some of the day-to-day activities when in fact it really falls to the Apprenticeship and Training Office.
 - The Apprenticeship and Training Office, by statute, is the administrative arm of the Council and the regulations are talking about things that the ATO office routinely does for the Council, not that the Council does itself.
 - The Act states in Section 6. Administration--The Secretary of the Department of Labor and Industry shall appoint a Director of Apprenticeship and Training, who shall be responsible to the Secretary of Labor and Industry in carrying out the provisions of this act and who shall serve as ex-officio secretary of the council. The Secretary of the Department of Labor and Industry is authorized to appoint or make available to the Director of Apprenticeship and Training such clerical, technical and professional services necessary to the performance of his duties.
 - Director Tara Loew wants to also remind, everyone that our team is made up of civil servants and are supports to the program sponsors. The ATO staff is taking their work very seriously, doing some internal training and building a series of checks and balances in for program packets.

Report: Council Chairperson (Lisa Godlewski)

- Chairman Lisa Godlewski stated that she is appreciative of everyone and that we are looking for way to help better the use of everyone's time. She also said that she encourages anyone that has any ideas on how to better everyone's time during council meeting to call or email her. Stated she works best when she hears lots of options.

No formal report.

Adjournment

- Meeting adjourned at 12:16 pm.

Executive Session

- No Executive Sessions was called to order

The next meeting of the Pennsylvania Apprenticeship and Training Council is scheduled for 9:00 a.m. Thursday October 14th, 2021. Virtual meeting information is found on the reoccurring invite.