

STATE APPRENTICESHIP ADVISORY COUNCIL (SAAC)  
July 23, 2012 – Ponte Vedra Beach, Florida

*Meeting Minutes*

**Members Present:**

Chairperson, Rod Duckworth, Chancellor, Division of Career & Adult Education  
Al Herndon, Apprenticeship Coordinator, Florida Masonry Apprenticeship & Educational Foundation  
James Nolan, Training Director, Jacksonville Electrical JATC (Joint Apprenticeship and Training Committee)  
John Spinella, National Coordinator, National Elevator Industry Educational Program  
Ruth Tirado, Vice President of Apprenticeship Training, Florida Association of Builders and Contractors, Inc.  
Jerry Thomas, Training Director, Jacksonville Plumbers & Pipefitters JATT (Joint Apprenticeship and Training Trust)  
James Pruitt, Owner, Florida Construction Apprenticeship Corporation Training Program  
John Small, Senior Director of Workforce Education, Polk County Schools

In addition, present from the Department of Education was Ms. Kathleen Taylor, Chief, Bureau of Standards, Benchmarks & Frameworks, Mr. Ken Olsen, Program Director of Apprenticeship, Apprenticeship and Training Representative (ATR) Bill Lauver.

**Call to Order:** The meeting of the SAAC was called to order at 1:00 P.M. at the Marriott Sawgrass, in Ponte Vedra Beach, Florida.

**Welcome, Pledge of Allegiance and Introductions:** Chairperson Duckworth welcomed the Council Members and all other attendees. The Pledge of Allegiance was given. The roll was not called, however a quorum of at least six (6) was notably present. Introductions occurred during Mr. Olsen's presentation on the "Apprenticeship Office Update".

**Approval of Minutes:** The minutes of the January 18, 2012 meeting were unanimously approved as submitted in a motion by Member Spinella and seconded by Member Tirado.

Chairperson Duckworth gave a brief introduction of his background from Arkansas and Washington State with FFA (Future Farmers of America), career and technical education, and apprenticeship.

**FLDOE Updates:** Ms. Taylor gave some Department updates:

- Items being monitored by the Division of Career and Adult Education:
  - The reauthorization of the Workforce Investment Act of 1998.
  - The Carl D. Perkins Act of 2006 with 2013 being the last year of the Act's Federal Authorization with the legislation most likely being overhauled in the next year to twenty-four months.
- At the State level the Department is working on the Annual Legislative Budget Requests of the Governor's Office and of the Legislature.

- The Division is responsible for making the requests for State Appropriations to support the School Districts - Post-Secondary Technical Centers, with no jurisdiction over Community College funding (also known as the Community College program fund). Last week, Chancellor Duckworth presented the Division's budget request for level funding and will present to the State Board of Education later this fall.
- There has been little movement in the filling of vacant positions for the SAAC. Ms. Loretta Costin sent a letter to the Governor's Appointments Office requesting consideration be given to make those appointments, which do not have to go through the Legislature. In doing so, the Division hopes to fill those positions soon.
- The Florida Department of Education's website has a new portal created by the Florida College System. The portal, through Florida Smart College Choices, was launched to track student success after education and obtaining full-time employment. It enabled students and parents to view options, graduation rates, and employment statistics and earnings data for graduates of Florida's 28 public institutions. The information is based on data from two (2) years ago looking at enrollment rates in various degrees and programs. Viewers may visit The Smart College Choices web portal at: <http://app1.fldoe.org/fcs/smart-college-choices.aspx>
- Highlights of an economic report to see how much funding is needed by the State Board of Education to support School Districts, K-12, Community Colleges and the Universities were shared in a Power-Point presentation.
  - The report is located on the Florida Department of Education's website at: [http://www.fldoe.org/board/meetings/2012\\_07\\_17/meetingArchive.asp](http://www.fldoe.org/board/meetings/2012_07_17/meetingArchive.asp).
  - A discussion was started by Member Small regarding the Department of Economic Opportunity looking at apprenticeships ability to respond when work in construction rebounds and what the need and capacity of apprentices would be at that time.
    - Member Spinella commented that the elevator industry has literally hundreds of people ready to go at any given time and Member Herndon echoed the same comment about the masonry industry. Chairperson Duckworth commented that from a Department stand-point they want to make sure they are able to keep and maintain the programs so that no ground will have been lost as the economy rebounds.

**Follow-up Items from Last Meeting:**

- This item had been previously addressed during Ms. Taylor's Department of Education update and appears in these minutes in the first dark bubble on page 2.

**Apprenticeship Office Update:** Mr. Olsen, presented to SAAC updates taking place in the apprenticeship office. This included a comparison of apprenticeship enrollment, cancellation and completion of apprentices, percentages of cancellation and completion rates of apprentices in Florida and nationwide and on-going activities of the central office, both on a local and national level with USDOL and Workforce Florida, Inc. To receive a copy of the slideshow in its entirety, you may contact the Tallahassee central office, or view the PowerPoint presentation on the apprenticeship website.

Mr. Olsen addressed a question from the audience that the responsibilities for the old Region 1 area was moved to Jacksonville, and the vacant Tallahassee position was moved to the new Region 4 office in southeast Florida.

**U.S. Department of Labor Updates:** Mr. Olsen addressed the current status of the review of Title 29 CFR, part 30. Mr. Olsen talked with other members of NASTAD (National Association of State and Territorial Apprenticeship Directors) and it appears that there would not be any advancement on this for at least the next three (3) or four (4) months or until all SAA (State Apprenticeship Agencies) have received approval of their respective “Apprenticeship Rules” as Florida is doing right now.

**New Business:** ATR Lauver addressed the SAAC and audience members with three (3) separate slide shows on the Apprenticeship Certification Form, the Action Reporting Form and the RAPIDS User Apprenticeship Agreement. These presentations can also be used as instructional tools by ATRs for existing and newly registered training programs, and shared with SAAC. These tools can also be viewed on the apprenticeship’s website.

ATR Lauver explained to Member Spinella that the National Completion and Cancellation Rates are provided by the feds, and the program cancellation and completion rates are available to the ATRs through the “Program’s History” in RAPIDS to utilize in performing Quality Assessments and Compliance Reviews. The “National Average for the Completion and Cancellation Rates” must be retrieved by the feds each year.

Ms. Christine Rodriguez, Tri-County Apprenticeship Academy GNJ (Group Non-Joint), commented that she had an apprentice who was previously from Pennsylvania and wondered why RAPIDS did not generate an “FL” ID (identification) number. ATR Lauver explained that since the apprentice had originally entered apprenticeship in Pennsylvania, that is why he was issued a “PA” ID number, since the RAPIDS ID number is looked at by the feds no differently than an individual’s social security number, that is why the Pennsylvania apprentice now in Florida still uses the “PA” ID number and did not receive a new “FL” ID number.

Another question was asked of ATR Lauver by Member Tirado and she stated she had two (2) apprentices that had come back to be re-instated into her program this year and that they had two (2) different RAPIDS ID numbers. ATR Lauver explained that her ATR could have them combined by a RAPIDS Programmer through a RAPIDS Web-Master and retain their first RAPIDS ID Number. RAPIDS will accept any of us into the system as many times as we want to place them there if they are entered without their Social Security Number (SS#). The feds prefer you never register an apprentice in RAPIDS without a social security number. An explanation of the system was offered by ATR Lauver to explain how an apprentice in RAPIDS can end up with two (2) or more ID numbers if the ATR doesn’t take the time to keep it accurate.

Audience member, Mr. Richard Melton stated that on the Action Form – the “Date of Action” and “Today’s Date” did not actually have to be the same. ATR Lauver agreed and stated that they may not be and that what ever date is in the “Date of Action” column for an apprentice, is what should appear in RAPIDS. ATR Lauver continued to explain that a challenge with RAPIDS is when you are performing the indenture of an apprentice, it is defaulted to put in the current days

date and that may not be the date the Apprentice Agreement was dated. This needs to be watched and is a common issue that must be corrected when approving the indenture of an apprentice. The action form is to accompany the indenture agreement and is to be done when any action is taken on an apprentice, a preapprentice, or the trainee, and the program signature in blue ink and then the program will receive a processed copy back from the ATR.

Action codes are not to be intermingled on the form except for 01's and 05's and if the apprentice is granted credit when indentured add the 02. We always recommend the program keep a copy of any paperwork sent to the ATR and you will receive a signed copy back. Two (2) copies are made of the original action form and one (1) is kept in the field office and the other is for the program. A question was asked from the audience regarding completions in RAPIDS and that the completion can not be performed in RAPIDS until the date of action is current. ATR Lauver stated the problem is RAPIDS and the way it is now structured in that "yes" the completion can not be processed in RAPIDS until that date is current or passed. If the completion date is a future date and the apprentice is due to complete, the ATR will process the action form and keep it pending in their office until the completion date becomes the current date; but the processing of the actual completion certificate is not affected and is still issued by Tallahassee just as it has always been done.

Another audience member asked how that works with a Hybrid Program or a Competency Based program. ATR Lauver stated that the Hybrid and the Competency Based programs are still time based as well, because that is the way RAPIDS operates. A Hybrid Program is the combining of a Time Based Program and a Competency Based program and as such still has a time structure to it. RAPIDS establishes an "Expected Completion Date" based on the "Date the Apprenticeship Began" and the "Length of the Program" by time i.e. 8000 hours or four (4) years. ATR Lauver stated that no-one becomes a journeyman based on time in the program. They become a journeyman based on their successful completion of their On-the-Job Training (OJT) hours and their successful completion of all of the Related Technical Instruction (RTI) and that the committee/program states that they have met all of their training obligations and advanced to the level of journeyman – the program makes journeymen and no one else. The ATRs try to keep the "Over Dues" in RAPIDS as close to zero (0) as possible. So when you're contacted by your ATR and asked to help them out with your "Over Dues", we are looking for an Action Form to extend the apprentices time in the program by using "Action Codes" 06/07, which is "Repeat Period Related Instruction" and "Repeat Period of OJT" and then the ATR goes into RAPIDS and extends the apprentices time in the program by however long the program has stated on the Action Form.

- (1) Apprentice Certification Form  
Training sessions have been performed in the state for new USDOL Wage & Hour personnel on the Apprentice Certification process to educate them on our form and that the Apprentice Agreement is not to be used for Apprentice Certifications. A very detailed presentation was given on this form and the complete process.

Member Tirado asked that ATR Lauver elaborate on apprentices working out of state on a government job and the use of the Federal Apprentice Certification used in RAPIDS.

Audience member, Christina Rodriguez, stated that she has had one (1) apprentice work on more than one (1) Davis-Bacon job in a week and wanted to make sure that she was to send request for certifications for each separate job the apprentice was working on. ATR Lauver stated yes, because they are all separate projects and have separate project numbers. She also asked if it was her responsibility to keep track of the ninety (90) days when the form was up or was it the contractors' responsibility. ATR Lauver stated that it was the contractors' responsibility to re-request the certification by the end of the ninety (90) day period, because it was rare that the program actually knew which job site the apprentice was on, but that the contractor did know and that is why it is the contractor's responsibility. Ms. Rodriguez also stated, she has had US Wage & Hour come to her office and ask to see the apprentice certifications and had questions about an apprentice employed on multiple projects in one day. ATR Lauver confirmed that this was indeed due to a contractor having multiple jobs on a project on the same military base and that the apprentice could be on all jobs in a day. ATR Lauver also stated that someone from Wage & Hour could contact them to find out from the program what the apprentice percentage of wage is if they are on a project in an OA state, because that is not on the federal form nor is the participating employer. Ms. Rodriguez also stated that her employer had subcontracted the Davis-Bacon job to another contractor and wanted her to certify the subcontractors' employees on the project and when she told them she could not, they used the on-line program application to say that those individuals were apprentices and since then she has taken the application off of their website. ATR Lauver stated that the subcontractor could not be certified if he was not a signatory participating employer in the registered program. His employees could not be certified on the project as apprentices, regardless that a bona-fide participating employer had received the bid on the project. What mattered is who was actually working on the project and for whom. ATR Lauver also stated the employer did not have the right or authority to job shop apprentices, because the apprentices actually belonged and were registered to the program.

ATR Lauver has offered to all of his programs that if they wanted to get their employers together to educate them on the apprentice certification process, that he would gladly come out and show them the slide show and answer their questions and educate them, because it was part of servicing the programs. Even by doing that, it would be an on-going process, with the new employers coming to participate in apprenticeship.

### **Committee Reports:**

- **Rules and Regulations Committee**

Chair Jerry Thomas reported that Title 29 CFR, Part 29 had been accepted. Title 29 CFR, Part 30 was still a few months away as far as anything coming out on it and that he appreciated Member Nolan and Ms. Fugate being on the Rules Committee and other than that there is no report to offer at this time.

- **Workforce Awareness & Marketing Committee**  
Chair Al Herndon reported that the committee had not had a chance to meet since Workforce Awareness was added and he became the chair. Chair Herndon asked Member Small if he would join them on the committee with his workforce background and that they (the SAAC) need to get involved with the Work Force Boards. He reported he had been to one (1) State Workforce Board Meeting and was very well received and that he wanted to have a conference call meeting with the committee to discuss some of these items.
  - Member Nolan commented that some of the apprenticeship community is members of FACTE (Florida Association for Career and Technical Educators) and the Florida Apprenticeship Association (FAA), which is a Division of FACTE, is going to have a meeting immediately following the SAAC meeting. The membership is way down in FAA and there are funds in their account, and we need to take a look into what it can possible be used for as far as advertising. He is not sure what can be done with the funds as he is new to the position.
  
- **Apprenticeship and Preapprenticeship Expansion & Development Committee**  
Chair John Spinella reported that his report would be a follow up to what Member Herndon was talking about in the Work Force Board meetings. He had gone to the Pinellas and the Hillsborough County Workforce Board meetings and unfortunately both of the meetings were the Board of Directors meetings and approving budgets and handing money out. At the Hillsborough County Workforce Board meeting he saw Mr. Randall King, who is the Business Manager for the Tampa Electrician Local Union and is on the Hillsborough County Workforce Board, so we do have some people involved in the building trades sitting on these boards. There was not very much business performed at the meetings as they were taking care of their annual budgets. These meetings are open meetings and anyone is welcome to attend. They have a signup sheet to be on the agenda if you have an item you want them to hear, address, or take into consideration.

Ms. Kathleen Taylor shared with the Council for their awareness that the Florida Workforce Development Association, which is the association arm of their twenty-four (24) boards, will be meeting in December, possibly in Orlando, and they have approached the Division about doing a session or panel on apprenticeship and would be reaching out to the SAAC as that time gets closer.

Member Spinella continued that these Boards have “Guest Speakers”. So, if anyone from apprenticeship wanted to put on a presentation at any one of their meetings, most likely they would be more than happy to listen.

**Council Round Table:**

Chairperson Duckworth asked if there were any additional comments or items to share at this point. Mr. Olsen reminded everyone, that if anyone was interested in applying for position on the SAAC, there is an opening on the joint side. A number of people have applied for the non-joint side, and if anyone needs an application, let him know. The Gubernatorial Questionnaire is available on the Governor’s website through the Appointments Office at [http://www.flgov.com/wp-content/uploads/appointments/2011\\_questionnaire.pdf](http://www.flgov.com/wp-content/uploads/appointments/2011_questionnaire.pdf). Mr. Melton reported that e-mailed applications will not be accepted. It can be filled out online, printed and mailed to the Governor’s Appointment

Office. Member Tirado commented that she believed her appointment expired in September of this year would like to be re-affirmed and wanted to know while her application pending approval does she continue on the Council. Mr. Olsen replied that she did continue as a full-member on the Council, until a letter of resignation is received. What the Appointments Office asks is as a members' term limit gets closer, even after it expires, they simply would go online and fill out the application and submit it. Member Spinella reported that he had performed that same procedure for close to the last two (2) years and has not heard anything from the Governor's Office and wanted to know if he should do it a third time. It was commented and recommended by Mr. Olsen, that most likely he should be alright and did not need to fill out the application again. He would check to make sure the next time he spoke with someone in the Appointments Office he would let Member Spinella know if another application needs to be resubmitted.

Member Herndon reported that he was a Board Member of "Skills USA – Florida" and students from all over the State of Florida went to Kansas City, Kansas to compete in a national competition and won the most medals of any other state (96 out of 114 different contests with 45 or 46 being gold medals) and Florida leads the nation with Skills in Career & Technical Education. He also commented that if anyone has the opportunity to get involved with Skills-USA in their area, that it is a great pipeline for their preapprenticeship and apprenticeship programs.

Member Thomas noted that *Apprenticeship on the Hill Day* will be in March, 2013 and expressed concerns about less participation and involvement from Florida's registered apprenticeship programs. It is so important that the legislators know how valuable apprenticeship is to the state of Florida. Member Thomas asked that the sponsors talk with other program sponsors in their area and encourage them to participate at the March 2013 Apprenticeship Day.

Member Spinella wondered if holding the apprenticeship meets and SAAC meeting on Mondays and Fridays, or lengthy travel, is the reason for the low attendance. For those in Miami-Dade, or the Panhandle, it is hard to get here unless one travels on the weekend. A suggestion was to look into holding the meetings from Tuesday thru Thursday to allow for travel time during the week. Member Tirado commented that it would help to possibly choose a more centralized location to hold the Council. Ms. Taylor commented that the FACTE Conference will be here (Marriott Sawgrass) again next year. Member Spinella stated that even if it is here again next year, if the SAAC meetings were held on Tuesday, it might help bring more people into attendance. Mr. Olsen stated that a questionnaire could be sent out to all of the SAAC members to find out their preference. Audience member Ms. Rodriguez suggested sending the questionnaire to all of the programs to see what their comments were as well, because many programs are off during the summer. Member Pruitt stated that another reason for the lack of attendance was the economy and that many people are just trying to keep their doors open.

### **Public Input:**

Ms. Christine Rodriguez, Executive Director, Tri-County Apprenticeship Academy GNJ (Group Non-Joint) commented on *Apprenticeship Day on the Hill* and that her program is faithfully represented every year. She emphasized the importance of contacting her legislators in advance to share information about apprenticeship and encourage them to visit the programs during *Apprenticeship Day on the Hill* and Tri-County Academy, and to participate in the graduation ceremonies and banquets the Academy holds each year. She suggested looking into some type of publication to hand out as a group, of what is going on in Florida and not just what each program is doing individually. This year she invited Matt Caldwell; last year she had Trudy Williams. When SAAC is thinking of marketing, do something as a whole to benefit

all sponsors. Member Spinella commented that in past years the SAAC has looked at doing just that (a group publication), but there has always been a funding issue. Member Herndon stated that there was something done and it was from three (3) or four (4) years ago. (What they both are probably talking about is a 5" x 7" card stock color duplex printed publication that was produced by the use of grant funds from the Collaboration for Success and boxes of them were given to the ATRs to distribute at career and job fairs). Mr. Olsen brought up that both the joint and the non-joint associations have handouts printed every year to distribute to the legislators. It was mentioned Mike Williams and Rick Watson used to get together and produce handouts for distribution. Member Tirado stated that there really needs to be a group effort from the Marketing Committee of SAAC to produce the handout instead of the joint and non-joint sides, as it is a group effort and we are all after the same thing.

Mr. Robin Roundtree, Training Director, Northeast Florida Builders Association (NEFBA) GNJ stated they had a couple of Articulation Agreements with a couple of colleges near by and last year they said (the Colleges) they were doing away with their AAS Degree programs. Their apprentices (NEFBA) that are supposed to be getting thirty (30) Credit Hours towards the AAS Degree have been told this and he wanted to know just where that leaves his apprentices, because the colleges are not able to provide an answer as to what Degree the college credits are going towards? Ms. Rodriguez stated that in her area (Ft. Myers - Lee County) they are being used towards those "Life Credits" as "Elective Courses". Ms. Taylor offered a suggestion, that if a program has a question about articulation agreements or that the program would want the Division to do some research on their behalf to give them a call. There is a liaison in the Florida College System, who can work with a particular institution that a program may have some concerns over and that we (the Division) would be happy to serve as intermediary on that. Mr. Roundtree thanked her for that offer.

**Future Meeting Date:**

The next SAAC meeting will be held on Wednesday, March 20, 2013 at 1:00 P.M, in Tallahassee, in conjunction with "Apprenticeship Day on the Hill".

The meeting adjourned at 3:07 P.M.