

STATE APPRENTICESHIP ADVISORY COUNCIL
August 3, 2010 – Clearwater Beach, Florida

Meeting Minutes

Members Present: Chairperson Loretta Costin, Chancellor of the Division of Career and Adult Education, Robert Grisar, Program Director of Apprenticeship, Jerry Thomas, Billy Campbell, Ruth Tirado, John Spinella, Arnold Pruitt, Al Herndon, Donna Beasley, and John Small.

Also present from the Department of Education were Mr. Ken Olsen, State Supervisor, Architecture and Construction/Energy, and Apprenticeship and Training Representative (ATR) Steve Seville.

Call to Order: The meeting of the State Apprenticeship Advisory Council (SAAC) was called to order at 1:00 p.m. in Salon D of the Hilton Clearwater Beach Resort in Clearwater Beach.

Welcome, Pledge of Allegiance and Introductions: Ms. Costin welcomed the Council Members and all other attendees. The roll was called and a quorum was present. Council Members and the audience introduced themselves.

Approval of Minutes: The minutes of the March 11, 2010 meeting were unanimously approved as read in a motion by Ms. Tirado and seconded by Mr. Campbell.

Follow-Up Items from Last Meeting:

Council Committee Structure

Mr. Herndon reported that he met with Mr. Nolan, Mr. Thomas, and William Lauver, the Jacksonville ATR, to review the committees.

With regard to the Rules Committee, they recommend there be three council members and one alternate. This committee would review all revised rules and regulations pertaining to apprentice and preapprentice programs. They would also advise and suggest changes to the Department of Education Apprenticeship Section.

The Marketing Committee would become the Workforce Awareness and Marketing Committee. It would be composed of three council members and one alternate. Committee members will attend state and local Workforce Board meetings in their regions to help promote apprenticeship and preapprenticeship training programs. They will advise marketing strategy for the Department of Education, Apprenticeship Section. The Department of Education should make the dates and locations of local Workforce Board meetings available and any Council members in those areas should make every effort to attend in order to promote Registered Apprenticeship.

Expansion and Development would become Apprenticeship and Preapprenticeship Expansion and Development Committee. It will include three council members and one alternate. They will work with the Apprenticeship staff in promotion and expansion of Registered Apprenticeship and Registered Preapprenticeship. They would be available to assist local representatives in presenting programs to inform businesses and industry of the benefits of the system. Council members should be available to help especially with the Workforce Boards due to Registered Apprenticeship perception issues.

Ms. Beasley pointed out that despite the recommended changes there is no funding to support the efforts. Ms. Costin commented that the Department of Labor grant Mr. Grisar was instrumental in getting was a huge step to funding the ability to reach out and market Apprenticeship to Workforce. Ms. Tirado inquired as to availability of brochures or marketing materials. Mr. Grisar indicated a portion of the DOL grant will be used for that purpose and he would cover that in his presentation.

Ms. Beasley moved to change the committee names and compositions, and duties based on Mr. Herndon's committee recommendations. The motion was seconded by Mr. Small and passed unanimously.

Apprenticeship Office Update: Mr. Grisar reported on the status of the Apprenticeship Section. He stated that the Registered Apprenticeship Partners Information Data System [RAPIDS] statistics show that there are 243 registered programs with 9,687 apprentices. The Department has registered nine new programs in this federal fiscal year, registered 1,733 new apprentices and issued 1,785 completion certificates. Last year, at the same time there were 240 programs with 12,646 apprentices. The Department had registered 12 new programs and 1,871 new apprentices and issued 1,762 completion certificates.

Pinellas Technical Careers Preapprenticeship Program (P.T.C.P.P.) Youthbuild is nearing registration status with one minor technical issue remaining in its proposed standards.

The following apprenticeship programs are awaiting sponsor signatures and registration shortly:

LCEC - Lee County Electric Cooperative, Inc. IJ, in Fort Myers, training in the trades of Line Installer/Repairer (Lineman), Electrician, Substation, and Electric Meter Repairer (Meterman);

and,

Collier County Government Apprenticeship Program INJ, in Naples, training in the trades of Electrician, Plumber, and Heating & Air Conditioning Installer-Servicer.

Mr. Grisar reported for the just completed state fiscal year General Revenue operating expenditures [exclusive of personnel and benefits costs] of \$13,112.02 for such items as rent, phones, travel, postage, and supplies. Grant expenditures totaled \$31,163.27, covering travel, supplies, contractual services and equipment purchases.

Some staff members continue to engage in short distance travel at their own expense. Multiple compliance reviews were done near the close of the fiscal year because of an unexpected \$3,000 allocation. The travel was all completed in May and June. The paperwork will all be processed prior to the close of the federal fiscal year.

With reference to staffing, Mr. Jon Goins retired at the end of January. His position will not be filled and the Largo office has been closed. Mr. Crispin Fife resigned unexpectedly at the end of June. As a result, the Miami office was also closed. Responsibility for those territories has been shifted to the remaining ATRs. No decision has been made regarding the vacant position at this time.

The Code draft was completed and a copy sent to USDOL for review on January 31. Their review was completed and returned to the Department in April with comments. The next step was to conduct the public hearings in Tallahassee, Orlando and Miami to take final input from the apprenticeship community. Those were done in June. With those hearings completed and comments reviewed for inclusion in the Code, along with USDOL mandated changes, the revision process was near completion. Mr. Grisar worked with the Assistant General Counsel and Legislative Assistant to incorporate the changes and get to a final edit. That was finished last week. There are a number of internal processes to go through before the Board action, but hopefully, that will happen at their December meeting. Although 446.045 FS was amended to correct the SAAC structure issue, the Department is still awaiting the Governor's reassignment of current members and appointments to expired terms.

Compliance reviews, while fewer than the target number, have been conducted. The process of assembling the documentation for the December application for SAA recognition has commenced. As previously reported, all state policies were forwarded to USDOL for review and approval.

Other than an inability to obtain certain statewide reports, Mr. Grisar reported that there do not appear to be any substantive issues with RAPIDS any longer. Everyone seems to have adapted to the changes instituted in September of last year.

Staff members continue to update and expand the information available on the website. There are now sections covering preapprenticeship, green/sustainable resource apprenticeship training efforts, business partners, and the Collaboration Clinic. Other sections are updated and provided links that are more useful.

Mr. Grisar related that OPPAGA reviewed the apprenticeship system a number of years ago and, while they did praise apprenticeship training in general, they noted that the system lacked an overall plan, and was not aligned with workforce board regions. Mr. Grisar reported that the issue has been corrected and, at this point, Apprenticeship regions have been aligned with Workforce Board regions.

Mr. Grisar reported that the primary focus of grant work this quarter was organizing and executing the Collaboration for Success Clinic and obtaining and publishing the contractor's

report. Other threads were simply proceeding in motion, e.g., reviews of the draft code, the instructor course, website links, green workshops, etc.

The Department collaborated with the Florida Association for Career and Technical Educators in the development and delivery of a curriculum for apprenticeship instructors. The program is now complete and ready for instructor registration. A page will be added to the website that will include instructions and a link to the training site.

The Collaboration for Success Clinic was conducted in Gainesville on April 21. A one-day meeting rather than the originally planned two-day meeting was held in order to obtain participation from more partners. Subsequent to that meeting, the contractor delivered his report. A regional planning workshop was conducted June 28-30 in Orlando with field staff to develop pilot project plans as suggested by the Clinic participants. Those regional plans are now in hand and the ATRs are beginning to work on them. Part of the process at this workshop was to develop ideas for presentation materials for the contractor to prepare for publishing. Those are being readied to go to a publisher by the end of the month.

The contractor conducted a Green Technology Workshop in Orange Park. The report on that meeting has been delivered and is on the website. Mr. Grisar also noted that he continued to participate regularly in meetings of the Banner Center for Alternative Energy as a member of the Industry Advisory Council and participated in a Solar Energy Focus Group meeting in Margate sponsored by the Florida Solar Energy Center.

In terms of preapprenticeship, board members from several preapprenticeship programs attended the Clinic and contributed to the process. Some of the pilot project work will involve preapprenticeship.

Links to Employ Florida Marketplace have been placed on the apprenticeship website. A link from Employ Florida Marketplace to Apprenticeship has been secured as well.

Mr. Grisar noted that the contractor's report on the Collaboration for Success Clinic has given a general direction for future action. The regional plans generated at the staff conference at the end of June will constitute the direct action plan for pilot work around the state. Production of materials for use by the staff was delayed until after the June meeting in order to better assess the needs. The contractor will generate those materials during August for contracted production and distribution to regional staff for their use. The contractor will also conduct another of the quarterly green apprenticeship workshops. The next one is tentatively scheduled for September 23, in Miami.

Mr. Grisar also announced that the Readiness and Performance Council of the State Workforce Board has advised that funding has been provided in the July 1, 2010 to June 30, 2011 year for selected initiatives and /or projects with Florida state apprenticeship and respective regional workforce partners. These will be identified and selected on a pilot program basis.

Mr. Grisar concluded his report with the announcement that he intends to retire at the end of August. Ms. Costin commented that his retirement is a huge loss to the Apprenticeship Section

and that he has done an outstanding job. She went on to note that he has done so much for the program under difficult circumstances and is to be commended for his contribution to the Career and Adult Education Division. She announced that Mr. Ken Olsen would be Interim Director until a replacement is found. Mr. Olsen is the Division's State Supervisor for Architecture and Construction/Energy. Prior to joining the Department, he was Director of the Technical Center in Taylor County. He brings many years of experience in working with business and the community.

New Business:

Presentation of the Online Instructors Course

Ms. Marsan Carr from the Florida Association for Career and Technical Educators (FACTE) made a presentation of the new online training program for apprentice instructors. This is a free training program. Instructors register for the program and are given a login and password and can start training the following Monday. When registering the instructor must provide the name and program ID of the program for which they are an instructor. It is a six-hour course and instructors are expected to complete it within thirty days. Modules may be retaken as often as necessary to pass the questions successfully. All modules must be completed to receive the certificate of completion. There is no expiration on the certificate. The DOE will be given a list of the instructors who have completed the course.

Ms. Costin and Council members thanked Ms. Carr for providing the course.

Collaboration for Success Clinic

Mr. Grisar reported that there were three motivating factors behind the need for the conference in April. The first was the supposition that there will be an economic recovery and apprentices will be needed. The second was that apprenticeship programs are not taking advantage of opportunities available through Workforce. Finally, the Workforce does not really understand Registered Apprenticeship. There is an excellent relationship with sponsors, employers and the education system, but not a good working relationship with Workforce.

Mr. Grisar noted that for some time USDOL has been putting out guideline letters encouraging Registered Apprenticeship to work more closely with Workforce. Title 29 CFR Part 29 requires Registered Apprenticeship be linked to economic development and Workforce. The Workforce mission statement parallels Registered Apprenticeship's goals. Mr. Grisar related that when he made his presentation to the Workforce Board he was amazed at how little that members knew about Registered Apprenticeship and the many misconceptions they had about it.

A major recommendation from the conference was to promote pilot projects around the state involving Workforce. Mr. Grisar presented one of the pilot projects in Region 6 developed by the field representative following the conference in Orlando where direction and coordination of

efforts were discussed. He indicated that these projects would be monitored and quarterly progress reports provided.

Staff members will be working with program sponsors regarding the need to advertise with One Stop Centers. In addition, field staff will have hardware and software to do presentations about Registered Apprenticeship to One Stop staff and other organizations. He also noted that programs should encourage prospective apprentices to register as clients at One Stops to qualify for benefits before they are employed as apprentices.

Committee Reports:

- **Rules and Regulations**

Mr. Thomas reported that public hearings on the code revisions have been completed and it has been submitted for approval. Title 29 CFR Part 30 is under review by USDOL. He suggested that the Council needed to be prepared to submit comment.

- **Public Awareness & Marketing**

No Report

- **Program Expansion & Development**

No Report

Council Roundtable:

Ms. Beasley asked that if the USDOL bulletin regarding staffing agencies was sent to the Apprenticeship Training Representatives (ATR), was there no instruction to forward it to the programs. Mr. Grisar indicated that bulletins should have been forwarded to programs for their information. He also sent it without comment as it was a federal bulletin and the state cannot trump the ruling. His direction to staff was that if they have programs with participating staffing agencies, they should advise the programs of the issue.

Ms. Beasley also asked how apprenticeship could be brought to the forefront. She stated that when Apprenticeship came from DLES it was anticipated that DOE would be great for Apprenticeship. She enumerated a number of concerns about the status of Apprenticeship and the SAA functions.

Ms. Costin stated that she understands the issue and it has not changed. Apprenticeship is funded by general revenue and those funds are diminishing. She indicated that she fights every day for funding for apprenticeship programs. She stated that if there were a better place for apprenticeship, she would do her best to get it there. Ms. Costin noted that Apprenticeship has challenges brought on by the economy, but that a great deal has been accomplished with very little money, much of it thanks to Mr. Grisar's efforts. The Department has done the best it could with what has been available and she is always open to suggestions.

Council members agree money is tight all over. Travel money is being cut everywhere and they noted that it is the cause of the poor attendance at meetings such as this.

Ms. Tirado and Mr. Small reminded everyone to identify and meet with legislative representatives in their areas and keep them apprised of funding issues. When the economy improves this will be remembered and cause apprenticeship to be in a better position for funding.

Public Input:

Ms. Lisa Boyette asked a question about distance learning possibilities. Mr. Grisar said there is a policy pertaining to this available for review on the website. Programs can submit amendments to standards along with a letter of explanation.

Mr. Steve Cona stated that he felt it is important that a top down directive be in place encouraging cooperation with Registered Apprenticeship. He also suggested that the relationship between DOE and LEA's should be enhanced to help with funding issues. Additionally, he stated that specialized craft apprenticeships involving skill sets within existing trades should be promoted.

Future Meeting Date:

Ms. Costin suggested the next meeting should be in Tallahassee the day before Apprenticeship Day, which would be March 9, 2011.

As a final item, she asked all Council Members to thank Mr. Grisar for all he has done to support Registered Apprenticeship. It was also noted that after years of service, Mr. Richard Melton would retire the end of this year.

The meeting adjourned at 3:25 P.M.