

**PENNSYLVANIA APPRENTICESHIP AND TRAINING  
COUNCIL January 12, 2023**

(VIRTUAL MEETING VIA MICROSOFT TEAMS)

9:00 AM

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Chairperson Lisa Godlewski called the meeting of the Pennsylvania Apprenticeship and Training Council to order at 9:01 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  
Christina Miller, Apprenticeship and Training Representative (ATR), Apprenticeship and Training Office  
William Miner, Data Entry, 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 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 December 15<sup>th</sup> Meeting Minutes:**

- Motion to approve December 15<sup>th</sup> minutes as submitted by Robert Bair; seconded by Timothy Griffin; motion approved unanimously.

**Public Comment:**

- None

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

- Still continuing to work with the Apprenticeship and Training Office to advance some approaches to work with

sponsors and potential sponsors in their messaging around accommodation to build inclusion into their Equal Employment Opportunity (EEO) statements and approaches to apprenticeship.

- The yearly Appalachian Regional Commission Summit talked about apprenticeship and pre-apprenticeship with highlights about Pennsylvania from other organizations. He was disappointed that there was no discussion about inclusion for persons with disabilities.

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

- January is the busiest month of the year for unemployment in the first week they had almost 20,000 claims.
- With The Equity Grant they are still able to continue to meet with individuals at the CareerLinks two days a week and they have met with almost 25,000 people face to face since the end of May 2022.
- Unemployment has received the Community Based Organization Grant. With this grant the Unemployment Department will be able to reach out to the community to advise them about unemployment and help them understand the program. They plan to start with more of the populated areas of the state.

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

- The Bureau of Workforce Development Administration (BWDA) created a how to apply for grants video which has been posted on the Labor and Industry website.
- The team is currently reviewing a few grants and are looking at how to provide positive feedback to the grantees that do not receive awards. We are hoping to establish a structure that will work for everybody.
- Over the last two years the Workforce Deputate been working with The Harvard Kennedy School to look at how to improve the outcomes and the scale ability of the grants. They are getting and collecting grant information to make sure investments have targets and goals and are able to achieve the measurables. They have a lot of grantees that do not know how to capture and record information and also submitting information.
- The Bureau of Workforce Development Administration (BWDA) had round three of The School to Work Grant. 24 applications were received from grantees that never received a grant in this category before. An effort was made in expanding outreach to make sure more folks have had an opportunity and availability to funds. Out of the 24 applications, 20 were scored so far.
- The Workforce Deputate submitted for the Veterans Grant again. There is a mandate to put out 200,000 dollars to support veterans each year. His department was able to secure an additional 600,000 dollars in the last two years to support more programs around the commonwealth for veterans. They were also able to release another 800,000 dollars to support the efforts of veterans.
- The percentage of the veterans population has decreased over the last few years. The percentage was about 13 to 14 percent and now the percentage is down to about 7 or 8 percent of population in Pennsylvania.

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

- The advisory committee on apprenticeship is having their first meeting on January 12, 2023. The meeting will be held via phone and virtually. He advised everyone how to attend the meeting.
- There was a regulatory agenda announcement for the National Register meeting. They are going to be making announcement for a Notice of Proposed Rulemaking. This notice may be out around fall to make adjustment to the Federal Regulation Numbers 2929 and 2930.
- William McGee asked if they are changing the way the government is funding apprenticeship for veterans.
  - Nicholas Burdick replied that he has not heard about any changes to the GI Bill. He advised that if a sponsor wants to be GI Bill approved, they can apply to their State Approving Agency.

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

- a) EducationWorks Inc, Youth Development Practitioner, 3<sup>rd</sup> Review, New Program, Individual Non-Joint
  - Sponsor Representatives: Julia Hillengas, Executive Director of PowerCorps PHL
    - Julia gave an overview of 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 19 – 216 hours are listed as per year but should be listed as 216 total hours
  - Robert Bair made a motion to approve the program as submitted; was seconded by Cheryl Feldman; motion was carried unanimously by council; no abstentions
- b) Union Community Care, Certified Clinical Medical Assistant, 2<sup>nd</sup> Review, New Program, Individual Non-Joint
- Sponsor Representatives: Melissa Shultz, Chief People Officer, Union community Care
    - Melissa spoke on behalf of Alisa Jones and gave an overview of 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 19 and 68 – discrepancy in hours
    - Pages 40 and 49 - Duplication of related technical instruction (RTI) schedule
    - Page 23 - percentage for on-the-job training (OTJ) – explain how the percentages are reached
    - Competency is vague - differentiate the numbering system between the RTI curriculum and the Work Process.
    - Define if this is going to be an individual or a group program based on if the apprentices are moving to different locations.
  - Robert Bair made a motion to consider this program at the next council meeting; was seconded by Timothy Griffin; motion was carried unanimously by council; no abstentions
- c) Central Pennsylvania Institute of Science and Technology, Water Systems Operation Specialist, 2<sup>nd</sup> Review, New Program, Group Non-Joint
- Sponsor Representatives: 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 Woodard gave an overview of changes that were made from the list that council suggested last meeting
  - A discussion took place between the council and sponsor
  - Robert Bair made a motion to approve the program as submitted; was seconded by Cheryl Feldman; motion was carried unanimously by council; no abstentions

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

- a) Central Pennsylvania Institute of Science and Technology, Wastewater Systems Operator, 1<sup>st</sup> 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 overall summary of the program
  - A discussion took place between sponsor and council
  - Summary of changes council suggested
    - Page 37 appendix E section E – Clarification for working hours in a calendar year for City of Lockhaven
    - Appendix A – apprentice wage schedule – Employer wage schedules should align with the number of periods - Show Period 1 and 2 and period 3 and 4 equals hours with subsequent periods without the wage increases
  - Robert Bair made a motion to consider this program at the next council meeting; was seconded by Jon O’Brien; motion was carried unanimously by council; no abstentions

- b) Globus Medical, Prototype Model Maker, 1<sup>st</sup> Review, New Program, Individual Non-Joint
- Sponsor Representative: Francis C. Torrente, Machining Technology Instructor, Globus Medical
    - Frank gave an overall summary of the program
  - A discussion took place between sponsor and council
  - Summary of changes council suggested
    - Page 12 section D – Aptitude Test – Not sure if the test is appropriate as a qualification for entry into program. Third party validation should be outside themselves. Could list credentials under E: others
    - Safety Training - Clarify the safety training timeline and include information on stringent quality procedures
  - Robert Bair made a motion to consider this program at the next council meeting; was seconded by Gregory Chambers; motion was carried unanimously by council; no abstentions
- c) UPMC, Nursing Assistant Certified, 1<sup>st</sup> 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 overall summary of the program
  - A discussion took place between sponsor and council
  - Summary of changes council suggested
    - Work process consistent of repeatable objectives - supporting metric to evaluate across apprentices
    - Page 26 – 116 hours for related technical instruction lists nurse aide training does not describe standard curriculum. Add that the curriculum is from the Department of Education.
    - Wage increases – Add verbiage that the apprentices would receive wage increases once they pass the exams
  - Cheryl Feldman made a motion to consider this program at the next council meeting; was seconded by Robert Bair; motion was carried unanimously by council; no abstentions
- d) PeopleShare LLC, Career Development Technician, 1<sup>st</sup> Review, New Program, Group Non-Joint
- Sponsor Representative: Zackary Roger, Director of Strategic Partnerships, PeopleShare
    - Zackary gave an overall summary of the program
  - A discussion took place between sponsor and council
  - Summary of changes council suggested
    - Page 12 - Physical – delete “Perform in an office environment, sitting or standing for long periods.” Duplication
    - Page 89 question number 16 – criteria checklist upon hiring for eligibility should be listed section E others.
    - Delivery of related technical instruction – Change the RTI to virtual
    - Related Technical Instruction – add verbiage to make clear what is part of the RTI and what is not available that is not part of RTI. Add percentage for what time is together virtually and what the percentage is completed on their own without direct oversight.
    - Appendix G question 11 – revise the OSHA verbiage and move the language for SHRM to the section where the journeyworker (JW) is located experience.
    - Research if this is nationally registered program and/or is registered in other states
    - Appendix G question 17 – clarify the safety per location – depending on the branch location different training maybe required and list the training or require the trainings everywhere
  - Timothy Griffin made a motion to consider this program at the next council meeting; was seconded by

Robert Bair; motion was carried unanimously by council; no abstentions

e) ASHLIN Management Group, Inc, Certified Clinical Medical Assistant, 1<sup>st</sup> Review, Trade Program, Group Non-Joint

- Sponsor Representative: Megan Morin, ASHLIN Management Group; Dr. Jennifer Buelin, Program Director, ASHLIN Management Group, Inc; Nancy Hart, ASHLIN Management Group; Gina Pupo, UPMC State Headquarters Andy Boyd, UPMC State Headquarters; Susan Biggs, Harrisburg Area Community College (HACC); Jackie Foster Harrisburg Area Community College (HACC)
  - Megan gave an overall summary of the program
- A discussion took place between sponsor and council
- Summary of changes council suggested
  - Council cited that they thought the Medical Assistance program time minimum was 4000 hours but their reference was most likely for a different occupation. Clarify the time minimum as required in RAPIDS for the Certified Clinical Medical Assistant Occupation, point out differences in occupation/code/etc. Page 30 – Shows a range of hours as 2094 -2617.25 – looks extremely intensive for the apprentice because the hours are crunched into 15 months program.
  - Page 33 - 120 externship hours should be listed under the OJT training and not listed under RTI
  - Hours - clarify what hours would be listed under clinical, RTI, post RTI and OJT
  - Front loading program
    - Can the RTI hours be paid to increase the hours that are worked during the week to be more of a full-time position.
    - Register the apprentice after they have completed the RTI and give them previous credit but this does not follow best practice that was agreed by council
    - OJT – could be creative on how the hours that the apprentice will work in the office to align with the OJT
  - Page 18 - the address is incomplete- add the city and state
- Timothy Griffin made a motion to consider this program at future council meeting; was seconded by Robert Bair; motion was carried unanimously by council; no abstentions

f) Pennsylvania College of Technology, Robotics Technician, 1<sup>st</sup> Review, Trade Program, Group Non-Joint

- Sponsor Representative: Thomas Fry, Apprenticeship Center, Pennsylvania College of Technology, Robotics Technician; Beth Bittenbender, Director Operations and Special Projects, Pennsylvania College of Technology, Robotics Technician
  - Thomas gave an overall summary of the program
- A discussion took place between sponsor and council
- Summary of changes council suggested
  - Appendix A question 1 - work process – how would the experience prepare the apprentices for a competency-based program?
    - Competency-base create a list of what the apprentice would be learning, trouble shooting, or based on tasks
    - Sponsor could change program to the hybrid model
    - If switch to hybrid, would need to regulate their regular job and the apprentices activities
    - Sponsor would need to add clarification for how many hours they are working as an apprentice and what is their regular maintenance duties among all employers.
  - Clarify the program packet- How are they will be evaluated by JW.
    - If they must be a maintenance tech than that would have to be listed as a pre-requisite as a qualification for entry.
    - How would the JW be evaluating apprentices beyond the sign off?

- How would the JW be trained and how would the sponsor determined if they would be a JW?
  - Consider looking at the robotics standards by Robotic Institute of America. Their name now is A3 Robotics.
  - Page 46 question 4 – completion rates – update stats – use Rapids stats
- Gregory Chambers made a motion to consider this program at the next council meeting; was seconded by Robert Bair; motion was carried unanimously by council; no abstentions

#### **Modification Approval**

- 4R Electric Inc – Ratio Exemption Request
  - Sponsor Representative: Robert Colantonio Jr, Owner, 4R Electric Inc
    - Written in the PA Apprenticeship Regulations under the Standards of Apprenticeship that the sponsor may present a written a request for a ratio exemption
    - Drew Grasso advised council about his conversation with the sponsor
    - Robert spoke about why they are asking for the exemption
  - Timothy Griffin made a motion to not approve the ration exemption, was seconded by Robert; motion was carried unanimously by council; no abstained

#### **Voluntary Deregistration**

- Director Tara Loew stated that all the programs are voluntarily deregistering their programs and that they will need council to accept the voluntary deregistration requests and offer an effective date, she also suggested that council use the date of the council meeting as the effective date.
  - a) City of Philadelphia, Philadelphia Department of Prisons- Corrections Officer- Letter of Request November 16, 2022. Reason Sponsor did not manage and maintain program and decided to cancel due to backlog of data updates.
  - b) H R Benjamin Inc – Electrician – Letter of Request December 15th, 2022. Reason: Sponsor has joined group program
  - c) E.A. Fischione Instruments Inc – Machinist – Letter of Request December 19th, 2022. Reason: Program is inactive. No apprentices and not current plans on hiring.
- Gregory Chambers made a motion effective as of January 12, 2022, to deregister the City of Philadelphia, H R Benjamin Inc and E.A. Fischione Instruments Inc; was seconded by Jon O'Brien; motion carried unanimously

#### **One Year Program Audit Results**

- a) Sigma Resources, Junior Gram Developer, Group Non-Joint, Approved December 9<sup>th</sup>, 2021, Recommendation – Continue with permanent registration
- b) Northwestern PA Chapter of the National Tooling & Machining Association (NWPA Chapter NTMA), Mold Designer, Group Non-Joint, Approved December 9th, 2021, Recommendation – Continue with permanent registration

#### **Provisional Review Follow Ups**

- a) No provisional review follow ups

#### **Complaints**

- a) Mack/Volvo Update
  - Director Tara Loew advised council that the ATO and the legal team submitted question to Mack/Volvo to clarify some missing information. Due to the holidays Mack/Volvo was not able to answer the questions in time and requested an extension. They are continuing to work on the complaint and Director Tara Loew will update council at the next meeting.

#### **Old Business**

- a) Programs Approved per Admin Changes

- i. Drexel University Goodwin College of Professional Studies – Cybersecurity Support Technician – 12/20/2022
  - o They submitted the admin changes

### **New Business**

- Timothy Griffin asked about Lisa Williams
  - o Cheryl Feldman replied she has been in contact with Lisa and that she has been very busy with work
  - o Chairwomen Godlewski also reiterated that Director Loew has been attempting contact with Ms. Williams
- Robert Bair expressed appreciation for Cheryl Feldman and Gregory Chambers for their input into non-traditional programs

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

- Director Tara Loew advised council that this was a long meeting and that they will be seeing a lot more programs each month so they can most likely expect meetings similar in length.
- She gave a staffing update
  - o Job Seeker Liaison position has been filled by Jeanette Coleman
    - She defines the role
    - Jeanette gave an overview about her background
  - o One Data Specialist position has been filled by an ATR William Miner but they have more than one position to fill
  - o They have added another position which is a Grants, Compliance, and Statistical Development Manager that will oversee the grants, compliance, and data positions. They had the interviews and finalized an offer
  - o They are still in the process of hiring an Eastern Compliance ATR
- The Apprenticeship Building America (ABA) Grant has been released to support the local workforce development boards. The goal for this grant is to support the enrollment of about 400 apprentices and 300 pre-apprentices to expand the opportunities for the underrepresented population and apprenticeship programs
- In October, The ATO released a Notice of Grant Availability to support the convening of Nursing Pathway Apprenticeship Industry Partnerships in low- or moderate-income communities. The goal was to blend the Apprenticeship and Industry Partnership models. The opportunity was limited to local workforce development boards (LWDBs), An evaluation team is in the process of reviewing submitted proposals.
- The ATO continues to prepare for the administration transition
  - o Director Loew recognized and thanked Secretary Berrier, Executive Deputy Secretary Trusky, Deputy Secretary Kuba and former Deputy Secretary Ireland as this leadership team truly recognized the impact that apprenticeship could have on our workforce system and invested in the office in many ways, including increasing the staffing compliment which allows us to build our foundation and strengthen the apprenticeship system in pa
  - o The ATO is also excited to welcome Governor Shapiro and Secretary Walker who we believe wholeheartedly will continue to be supportive of upholding the integrity of the apprenticeship system in pa.
- Director Tara Loew advised council that they are in the process of the bi-annual paperwork update.
  - o She had asked that council review all of the registration documents, knowledge product material and provide their feedback or recommendations by 12/23- we hope to finalize paperwork soon
- She advised council that L&I leadership would like to collect resumes to fill a now vacant position and the positions that would have expired in august 2022. A follow up email will be sent with directions.

### **Report: Council Chairperson (Lisa Godlewski)**

- Act of 1961 Chairperson is to submit a report about what happened with the Apprenticeship and Training Office and the council by February 15<sup>th</sup> of each year. She advised that Director Tara Loew is working on the report.
- She announced that Mike Neill has submitted a resignation letter. She said that she thanked him for his time and service to council.

### **Adjournment**

- Motion to adjourn by Robert Bair; seconded by Cheryl Feldman. Approved unanimously. Meeting adjourned at 1:49 pm.

### **Executive Session**

- Executive session was not called to order

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