**Louisiana State Apprenticeship Council Meeting**

**Thursday, January 25, 2018**

**10:00 a.m.**

**4th Floor Auditorium – AO Building**

**MINUTES**

**ROLL CALL**

**Members Present:**

Henry Heier (Chairman)

Keith Brand

Claire Obgartel

Aldo Irias-Duron

Andrew O’Brien

Patricia Felder (in place of Monty Sullivan [Ex-Officio])

Brent Moreland

**Members Absent:**

Nicholas Felton, Jr.

Woody Oge

Kelly Carpenter

**LWC Officials Present:**

Joseph Hollins (Council Secretary, Director of Apprenticeship)

*A quorum was present*

**REVIEW OF MINUTES FROM PREVIOUS SAC MEETING**

Mr. Henry Heier, Chairman, asked everyone to review the minutes from the previous State Apprenticeship Council meeting, which occurred on December 7, 2017. Mr. Keith Brand made a motion to accept the minutes. Mr. Andy O’Brien seconded the motion. The minutes were unanimously accepted.

**DACA**

Mr. Joseph Hollins, Director of Apprenticeship, stated that there has been contact with representatives from the national Office of Apprenticeship (OA). He expressed the belief that Louisiana was the first state to bring forward concern of the effects the rescission of the Deferred Action for Childhood Arrivals (DACA) would have in regard to apprenticeship. Hollins was informed that a policy will be crafted to handle the matter, but it is uncertain when the policy would be completed.

Heier advised that if any issues arise to have the employers contact Hollins and himself while the policy is in the creation process.

**STATE APPRENTICESHIP UPDATES**

**STATE REGULATIONS/NEW EEO PLAN**

Hollins announced that an updated Equal Employment Opportunity (EEO) State Plan, following the new 29 CFR 30 language, has been drafted, reviewed by a subcommittee, and submitted to the OA before the deadline. Hollins requested feedback on the best way to disseminate this information as the attendance of the State Apprenticeship Council meetings have dwindled over time.

Mr. Brent Moreland suggested another apprenticeship conference similar to the one held in 2017.

Hollins noted that there will be a statewide Labor Summit held in New Orleans featuring all of the Workforce Development programs, including apprenticeship. He stated that it wouldn’t be wise to hold two state conventions in so close a time period. Hollins went on to suggest the possibility of holding a State Apprenticeship Council meeting during the summit. Gaging the availability of the council, it was determined that it wouldn’t be possible. Hollins still encouraged the presence of the apprenticeship community at the summit for those who will be available.

Returning to the matter of input on the new EEO plan, Heier stated that the approval process can take a significant amount of time to complete, including several steps: notice of intent, advertised public comment period, a hearing, and then final rule. Heier requested it be on record that he would like a flow chart providing a timeline for the outcome to the final rule, stating that it’s only a proposed rule, until it becomes final rule. Heier emphasized that this is a matter of which employers and employees need to be aware.

**EXPANSION GRANT RENEWAL**

Mr. Michael Knapps, Apprenticeship Training Representative, mentioned that Mr. John Ladd, OA administrator, announced via conference call that the national office will be extending the ApprenticeshipUSA Expansion Grant for a second wave, exclusively allowing this funding to recipients of the previous round.

Hollins stated that with this next wave of funding he would like to utilize $500,000 to assist new program sponsors in the development of their program and $500,000 to existing program sponsors so that they can expand their program.

Moreland requested that a financial report of grant funding be presented at the next State Apprenticeship Council (SAC) meeting.

Hollins agreed to provide a financial report, verbally briefing where funding has been allocated so far: apprentice stipends, website, travel, supportive services, etc. He mentioned that there have been some issues distributing the funds due to required policies to be put in place; and eventually, a no cost extension will have to be exercised.

Heier asked if someone would like to make a motion to add Financial Reporting of all grant funding as an item on all future SAC meeting agendas.

Moreland called for a motion. Mr. Aldo Irias-Duron seconded the motion. The motion was approved.

**NEW PROGRAMS**

**PROSERV**

**Program Sponsor – Brian Sullivan; ATR – Michael Knapps**

**Offshore Technician**

Knapps introduced Proserv, based in Gray, LA near Houma, pursuing a Registered Apprenticeship program for the occupation of Offshore Technician. Knapps stated that their apprenticeship framework was extensive, as it is based off the model of the multi-national organization’s office in the United Kingdom. Starting off small, with only two apprentices, they plan to pilot the program and expand over time.

Mr. Brian Sullivan, Regional People’s Champion, introduced himself and his colleague Mr. Jacob Stob, Operation’s Manager. Sullivan described Proserv as an entity on the decommissioning side of the global oil and gas industry, working from drilling to production. He stated that their program will be an evidence based, competency model with a secure curriculum. There will be a daily log book and individuals will learn the basics before handling advanced tools.

O’Brien asked about the structure of the organization, such as the number of employees and work schedule. Stob stated that their 35 employees provide services as needed; therefore, the work schedule varies, and they’ll fit classroom instruction in as they’re able, though it is slotted for Thursdays.

Brand asked about the safety training, curious if it was given in the beginning. Stob confirmed this training is mandatory before entering the field. When asked about exposure to dangerous substances, Sullivan confirmed that 700 hours of safety training are focused on the subject.

Brand asked for clarification on a portion of the curriculum titled “FRESH”. Sullivan stated that it is an acronym for an in-house core value practice (Forward as a Team, Right Thing Right Way, Entrepreneurial Spirit, Serious About Service, Help Share and Communicate).

Moreland asked how the individuals would advance to the next stage. Sullivan replied that there are competency checks and written assignments, monitored in a logbook, totaling more than 40 hours per week. Hollins added that Proserv’s 70+ page framework document breaks down the competencies necessary for the apprentice to progress.

Duron wanted to confirm the wage scale. Sullivan replied that they would start at $18 per hour and work their way to the journeyworker wage of $30 per hour. Sullivan continued that they want to make sure their apprentices are paid well, and once to journeyworker level, individuals are able to progress to $75 per hour and above.

Heier asked if there were any additional questions for Proserv.

Brand made a motion to accept Proserv’s application. This was seconded by Moreland. Proserv was approved as a Registered Apprenticeship program in the State of Louisiana.

**QUALICAL ACADEMY**

**Program Sponsor – Melanie Cagle; ATR – Michael Knapps**

**Machinist**

Knapps introduced QualiCal Academy as a rigorous training provider that has been working several years to provide quality instruction for in-demand occupations. Though operating within the Houma area, they are working to develop a Registered Apprenticeship program in Lafayette for the occupation of Machinist, which is in great need in the Acadiana Region. They have received letters of support from One Acadiana and Lafayette Economic Development Authority.

Ms. Melanie Cagle and Ms. Faith Martin were present to discuss their program to the council. QualiCal started seven years ago, focusing mainly on inspection and calibration. They chose the occupation of machinist because it is a five-star, in-demand job in the Lafayette area. With over 250 machine shops, there is a great need for qualified individuals to fill roles of the workforce in this industry.

Brand attested to the difficulty to fill positions in this once flourishing industry. Lafayette Technical College has been at the forefront, but with so many retirees, a large amount of trainings for this occupation have shut down in the area over the years.

Martin mentioned that they’ll utilize online training to keep track of the students’ progress. They will be able to utilize computers provided by the employer or complete assignments from home on a personal computer, supplemented by On-the-Job Training (OJT).

O’Brien asked whether or not there would by any hands-on classroom training.

Martin stated that tooling is available. The shop would also serve as hands-on practice through OJT.

Duron stated that the individuals should have some basic understanding of operation before going on-the-job from fundamental one-to-one instruction from a mentor.

Martin replied that these fundamentals will be provided on a one-to-one basis from a mentor during their first period of OJT, in a controlled setting.

Ms. Claire Obgartel asked how QualiCal would determine qualified mentors.

Martin replied that their employer partner M&M International has a great training provided by their Human Resources department that the instructors will go through.

O’Brien asked why they were a for-profit institution if they provide no hands-on experience in a training facility, utilizing online learning.

Martin responded that most technical schools provide little to no hands-on experience, and that QualiCal is confident their training program will produce successful, proficient journeyworkers. QualiCal will recruit individuals that would benefit from learning the craft and manage the training and administrative side of the program.

Hollins mentioned that QualiCal is already approved through the Incumbent Worker Training Program for their customized training, and they’ve yielded great results.

Brand noted that on page four of their Standards of Apprenticeship in Section VI, it is stated that individuals will receive proper instruction and guidance to perform all tasks safely, correctly, and efficiently. This should cover any issue with the hands-on operation, ensuring that apprentices receive quality training from a knowledgeable mentor.

Ms. Patricia Felder, in place of Mr. Monty Sullivan, asked when individuals would be able to practice on these machines, to ensure their proficiency, if there is no time available outside of working hours. Would the journeyworkers stay after hours to make certain that their apprentices are confident on this equipment if requested?

Hollins stated that their competency rating system would keep progress of their skill level in each particular area.

Martin answered that she is certain that the journeyworkers would provide additional time and practice necessary to make sure that the apprentices feel comfortable with what they’re doing.

Brand further iterated that Section VI of the Standards covers both safety and practice, which he found sufficient to the question.

Moreland asked how the cost for the training was going to be funded. Martin stated that she spoke with the local board director of Lafayette, and they’ve gained their support. If that funding becomes unavailable, Martin continued that she believes that M&M, along with future employer partners, would be willing to help support the costs.

Heier asked for a motion to approve the program, which was called by O’Brien. Brand seconded the motion. QualiCal Academy was approved as a Registered Apprenticeship program in the State of Louisiana.

**NEXT MEETING DATE**

Due to conflicts of schedule, it was determined that the next State Apprenticeship Council meeting date would be polled.

**ADJOURN**

**SUBSTANCE OF ALL MATTERS DECIDED:**

1. **The minutes from the previous State Apprenticeship Council meeting were approved.**
2. **A flowchart on the steps to pass the new Equal Employment Opportunity laws within the Louisiana Administrative Code was requested.**
3. **The Apprenticeship Division shall include Financial Reporting to the agenda of all future State Apprenticeship Council meetings.**
4. **Proserv was approved as a Registered Apprenticeship program in the State of Louisiana.**
5. **QualiCal Academy was approved as a Registered Apprenticeship program in the State of Louisiana.**
6. **The date of the next SAC meeting will be polled.**