

Meeting Minutes: Apprenticeship Advisory Board

Date: October 10, 2024

Prepared by: Nou Yang

Location: In person in the Minnesota, Department of Labor and Industry and online via Microsoft Teams

Attendance

Members Present:	DLI Staff Present:	Visitors Present:
<ul style="list-style-type: none"> • Mary Berg • Tom Dicklich • Norma Miller • Melissa Stachovich • Tim Sturdivant • Sophie Thaden • Erin Larsen 	<ul style="list-style-type: none"> • Naomi Cowan • Mariah Marr • Darcus Mitchell • Paul Nikstad • Grace Ouellette • Leslie Philmon • Meghana Shroff • Michelle Sullivan 	<ul style="list-style-type: none"> • Dave Altier • Melissa Baker • Nita Bayliss • Marc DeCoster • Dave Dressler • Wily Fahey • Danaya Franke • Tom Gibson • Amy Guenther • Darlene Hesikary • Kimberly Jones • Amy Karbo • Tom Kennedy • Dan Mcguie • Noelle Meyer • Michele Miller • Amy Morris • Aaron Olson • Anna Parvi • Jeff Pocson • David Radziej • Myrika Schneider • Eric Shaw • Andy Snope • Trevor Turek • Vickey Yang

Agenda items:

1. Call to order

- The meeting was called to order by Chair Tom Dicklich at 1:30 p.m. Roll call was taken by Erin Larsen and a quorum was declared.

2. Approval of agenda

- A motion was made, seconded, and carried to approve the Apprenticeship Advisory Board Meeting agenda on July 10th, 2024.

3. Approval of drafted meeting minutes

- A motion was made, seconded, and approved of July 10th, 2024, board minutes.

4. Board member updates

- Board member updates
 - Tom Dicklich announced the upcoming new cohort of Building Strong Communities, which will welcome 120 participants. This follows the successful graduation of 106 individuals from last year's cohort.
 - Norma Miller provided an update on an apprenticeship program cohort, highlighting developments in the recruitment efforts.
 - Melissa Stachovich updated the board on the progress of revising apprenticeship standards and expressed appreciation for the utility workers from Minnesota who have traveled to assist in the recovery efforts following the devastating hurricanes.
 - Sophie Thaden provided an update on the Trades Academy (Construction Career Foundation), highlighting several key achievements of the programs.
 - Sarah Paul reported significant progress in the teacher apprenticeship program, which now has three sponsors and fifty apprentices actively participating.
 - Mary Berg shared an updated on the collaboration between CTE summit and MN State, focusing on educational initiatives for instructors and leaders; including the promotion of registered apprenticeship programs.

5. Apprenticeship Data Dashboards

- Mariah Marr, Research Analysis Specialist and Michelle Sullivan, Business Intelligence Specialist, both from Minnesota Department of Labor and Industry, showcased a new developed tool for MN Apprenticeship.
- The tool features:
 - A map of apprenticeship programs across residential counties
 - Option for filtering demographics
 - A function to locate apprenticeship programs

6. Apprenticeship Program Development

- Paul Nikstad and Leslie Philmon, both Senior Field Representatives from Minnesota Department of Labor and Industry, provided an overview on the development process for a registered apprenticeship program.
- The development of a registered apprenticeship program consists of several steps:

- Reviewing the job description to ensure alignment with apprenticeship standards
- Assessing the wage scale, training requirements, and safety training
- Confirming the registered apprentice standards with the employer
- Conducting scheduled check-ins and providing technical assistance
- Expanding hiring pipelines

7. Apprenticeship Program Compliance

- Ruth Taylor and Jeremy Parker, Senior Field Representatives from Minnesota Department of Labor and Industry, provided an overview of the compliance review process for MN registered apprenticeship programs (RAPs).
- RAPs will undergo the following reviews during the compliance evaluation:
 - A supervisory review (program with less than five active apprentices)
 - A compliance review (Programs with five or more apprentices are subject to provisions outlined in CFR 29.30)
- Upcoming changes to the compliance review process includes:
 - Apprenticeship MN will adopt the review process integrated into RAPIDS.
 - An annual program review will be implemented for all registered apprentice programs, regardless of their size and number of apprentices
 - An extended annual program review will specifically address Equal Employment Opportunity (EEO) requirements for RAPs with five or more apprentices

8. Apprenticeship Minnesota Update

- Erin Larsen, Director of Apprenticeship, Minnesota Department of Labor and Industry provided an overview of MN Apprenticeship.
- An updated demographics of MN Apprenticeship
 - 11,145 active apprentices
 - 26.6% people of color
 - 8.3% women
 - 5.6% veteran
- Incentives for employers to develop new apprenticeship programs:
 - Healthcare, education, manufacturing, and IT
 - RFP available in early winter
 - \$30k maximum
- Clean economy occupations grant
 - \$200k maximum, with a rolling application process
 - Two new awardees include Carpenters and Joiners Apprenticeship and Journeyman Training Trust Fund and Minneapolis Electrical Joint Apprenticeship Training Committee
- LEAP grant
 - Two additional awardees have been selected: Southside Community Health Services, Minnesota Landscape Arboretum Foundation
- Future steps

- National Apprenticeship Week will take place from November 18-22, featuring webinars, tours, and open houses
- The 2025 legislative session will also be upcoming

9. Board Discussion-Approval of Report

- A motion was made, seconded, and approved.

10. Adjourn

- A motion was made, seconded, and meeting was adjourned. The next Apprenticeship Advisory Board meeting will be on January 9, 2025 at 1:30pm.