**Present**

|  |  |
| --- | --- |
| **Councilmembers\*** | **Title/Affiliation** |
| **Brian S. Cavey** | **- Chairman/Employee Representative**  |
| **Lateefah Durant****Harry Preston** | **- Public Representative****- Employee** |
|  |  |
| **Norbert R. Klusmann, Sr.****Terreia Smalls****Neil E. Wilford, Jr.** | **- Employee Representative****- Employee Representative****- Employee Representative** |
|  |  |
| **Stephanie Anderson****Michelle L. Butt** | **- Employer Representative****- Employer Representative** |
| **Tasha Cornish****Grant Shmelzer****Minah Woo** | **- Employer Representative****- Employer Representative****- Employer Representative** |

 ***\* Before the meeting convened, Public Representative Shaunta Chapple notified Director Chris Maclarion that she had a scheduling conflict and would likely arrive late to and/or leave before the meeting ended.***

|  |  |
| --- | --- |
| **Other Attendees** | **Title/Affiliation** |
| **Jason Perkins-Cohen** | **- Deputy Secretary for Workforce Development and Adult Learning (DWDAL),Maryland Department of Labor** |
| **John Feaster** | **- Deputy Assistant Secretary, DWDAL** |
| **Lloyd Day** | **- Director Office of Workforce Development, DWDAL** |
| **Leza Griffith** | **- Maryland Assistant Attorney General** |
| **Christopher D. Maclarion** | **- Director, Maryland Apprenticeship and Training Program (MATP)** |
| **Cory McCray** | **Maryland State Senator, IBEW Local 24** |
| **Coral Crawford** | **- MATP** |
| **Roslyn Edson** | **- MATP** |
| **Jane Sinclair** | **- MATP** |
| **Kevin L. Hunt** | **- MATP** |
| **Sheila Jackson** | **- MATP** |
| **Faith Ramsburg** | **- MATP** |
| **Jennifer D. Runkles** | **- MATP** |
| **Wayne Salter** | **- MATP** |
| **Logan Dean** | **-MATP** |
| **Chuck Wallace** | **- Maryland State Department of Education** |
| **Jim Foti** | **-U.S. Department of Labor (USDOL), Office of Apprenticeship** |
| **Dr.Ricky Godbalt** | **-US DOL Office of Apprenticeship** |
| **Jeffery Smith** | **-US DOL Office of Apprenticeship** |
| **Wood Powell** | **-US DOL Office of Apprenticeship** |
| **Randy Copeland** | **-US DOL Office of Apprenticeship** |
| **Brice Thomas** | **- Maryland State Department of Education** |
| **Ashley Sharp** | **- Maryland Department of Labor** |
| **Ellie Marts** | **- Maryland Department of Labor, DWDAL** |
| **Teresa Mena** | **- Maryland Department of Labor** |
| **Angela Harkness** | **- Maryland Department of Labor** |
| **Mariel Fedde** | **-Baltimore County Government** |
| **Jeff Richmond** | **- Howard Community College** |
| **Kelly Koem** | **-Carroll County College** |
| **Rachel Waltemeyer** | **- Howard County Hospital** |
| **Babu Varghese** | **- Howard County Hospital** |
| **Barry Meyer** | **-Johns Hopkins Howard County Medical Center** |
| **Tim Pistel** | **-Harford County Public Schools (HCPS)** |
| **Joni Poust** | **-Harford County Public Schools (HCPS)** |
| **Jeanne Heinte** | **-Harford County Public Schools (HCPS)** |
| **Ann Becker** | **-Harford County Public Schools (HCPS)** |
| **Tatum Williams** | **-Harford County Public Schools (HCPS)** |
| **Chris Allred** | **-Harford County Public Schools (HCPS)** |
| **Matt Johnstone** | **-Harford County Public Schools (HCPS)** |
| **Rachel Waltemeyer** | **- Howard County Hospital** |
| **Babu Varghese** | **- Howard County Hospital** |
| **Barry Meyer** | **-Johns Hopkins Howard County Medical Center** |
| **Dylan Keim** | **-Heidelberg Materials** |
| **Carmelo Hernandez** | **-Heidelberg Materials** |
| **Susan Torpey** | **-Heidelberg Materials** |
| **Paul Rogers** | **-Heidelberg Materials** |
| **Chad Mullican** | **-Heidelberg Materials** |
| **Jessica Mente** | **-Royal Farms** |
| **Brian Roche** | **-Royal Farms** |
| **Terence Bradley** | **-Maryland Rural Water Association** |
| **Patty Shreves** | **-Maryland Rural Water Association** |
| **Landon Marttinen** | **-AUI Inc.** |
| **Keith Blomquist** | **-AUI Inc.** |
| **David Springham** | **-IBEW Local 24** |
| **Mike Drenta** | **-Adventist Healthcare** |
| **William Kline** | **-AMCO Metal Products** |
| **Rebecca Dayrio** | **-Caliber Collision** |
| **Michael Bush** | **-Chesapeake Sprinkler** |
| **Georgeta Wainwright** | **-Delaware Elevator** |
| **Fatima Oglesby Morris** | **-Hands on Dental** |
| **William McIntyre** | **-Humanim** |
| **Dona Thompson** | **-Interplay Learning** |
| **Asha Aravindakshan** | **-Multiverse** |
| **Elizabeth Leonard** | **-Olive Consulting** |
| **Nicholas Redding** | **-Preservation MD** |
| **Natalie Henshaw** | **-The Campaign for Historic Trades** |
| **Kurt Turnier** | **-Youthbuild- Rockville Housing Enterprises** |

*Chairman Cavey called the meeting to order at 9:05 a.m. at the Baltimore JATC for the Electrical Industry*

*2701 W. Patapsco Avenue Baltimore, Maryland.*

**I. OPENING REMARKS AND INTRODUCTIONS**

Chairman Cavey welcomed all Council members, staff and guests to the November Maryland Apprenticeship and Training Council (MATC) meeting and the beginning of National Apprenticeship Week (NAW). He also recognized and thanked the International Brotherhood of Electrical Workers (IBEW) Local Union 24 for hosting the meeting and for providing breakfast for the attendees.

Mr. Neil Wilford Training Director at Baltimore Electrical JATC spoke and welcomed everyone to the facility. He said that there is staff posted around the room if anyone has any questions or concerns.

Chairman Cavey recognized Maryland State Senator Cory McCray, who graduated from IBEW’s apprenticeship program, and expressed his appreciation for his attendance.

Senator McCray said that it is an honor to be in attendance especially during NAW and that apprenticeship is a passion of his. He spoke about the importance of apprenticeship and the pride he felt in himself and the IBEW program after he graduated as an IBEW electrician in 2008.

One thing in particular that the Senator expressed his appreciation for was how MATC clearly defines the apprenticeship wage scale, and how, as a young man, it motivated him to do well in the program so that he could advance and make more money. While recognizing the importance of college and higher education he also highlighted the value of apprenticeship and how the two paths of classroom education and on-the-job training can be used in conjugation to succeed. The Senator concluded by again, expressing his appreciation for apprenticeship in Maryland and recognized and thanked all the players in the room that allow for these programs to function and recruit the skilled individuals they do.

Chairman Cavey thanked Senator McCray for his remarks and recognized a few more special guests. The Chairman introduced Jim Foti, Dr.Ricky Godbalt and Jeffery Smith from the U.S. Department of Labor (USDOL) Office of Apprenticeship (OA).

Chairman Cavey introduced Deputy Secretary of Labor, Jason Perkins-Cohen, and invited him to say a few words.

Deputy Secretary Perkins-Cohen thanked Chairman Cavey and Senator McCray and shared that it is only his second time attending a MATC meeting. He expressed his admiration of the council and spoke about the importance of actually taking the time to review and consider the programs brought before the council. He recognized and thanked everyone for all their hard work and said that the realm of apprenticeship and the potential it holds for jobseekers is very exciting to him. He said it is because of the work and dedication of MATC, unions, employers and MD Labor staff that hundreds of good jobs are made available to Marylander’s through apprenticeship programs.

Deputy Secretary Perkins-Cohen went on to share some figures. He said that there are currently 11,500 apprentices registered in the state and that it is a huge accomplishment for Maryland. He also went on to say that Maryland just graduated 1,800 apprentices, which is the biggest number in state history. Furthermore, the Deputy Secretary read a statistics from a recent study that shows that apprentices are earning a family-supporting wage of around $83,000 a year 5 years after completing the program, he said that this is a demonstration of the fact that Maryland has not only expanded the quantity of apprentices but also has also ensured that the apprentices are placed in quality self-supporting jobs.

Deputy Secretary Perkins-Cohen expressed his excitement about NAW and said that there are over 30 apprenticeship events happening across the state this week. He mentioned an event being hosted at IBEW on Friday, November 17th, and thanked Mr. Wilford again for hosting.

In conclusion Deputy Secretary Perkins-Cohen said that he had a number of Governor’s proclamations to hand out and a couple individuals to recognize. In recognition of the long agenda, Deputy Secretary Perkins-Cohen said that he would read only a portion of what was written. He read “Whereas Governor Moore’s firm commitment to leave no one behind is reinforced by the broadened access to Maryland’s apprenticeship which demonstrates the state’s mission to diversity, equity, inclusion and accessibility in the workplace”.

The Deputy Secretary presented the first proclamation to Chairman Cavey.

Deputy Secretary Perkins-Cohen presented a seconded proclamation to Neil Wilford and, given that the two proclamations contained the same statements, read from a separate section of the proclamation: “Maryland continues to provide opportunities to the states youth through the apprenticeship maryland program and youth apprenticeship initiative”.

Chairman Cavey recognized Mr.John Feaster who was appointed as Deputy Assistant Secretary for MD Labor’s Division of Workforce Development and Adult Learning (DWDAL) in mid-September. Chairman Cavey congratulated Deputy Assistant Secretary Feaster on his new role, thanked him for attending and welcomed him to the meeting.

Chairman Cavey invited Chuck Wallace from the Maryland State Department of Education (MSDE) to say a few words.

Mr. Wallace extended a warm welcome and good morning on behalf of the Office of College and Career Pathways at MSDE. He drew recognition to the fact that there are 59 youth apprenticeship proposals on the agenda, the most he’s ever seen, and commended the council on their work. He said that his MSDE colleagues are out around the state supporting youth apprenticeship and expressed his appreciation for the solid partnership that has allowed for youth apprenticeship to be successful.

Finally, Chairman Cavey invited Jim Foti to speak.

Mr.Foti welcomed everyone to National Apprenticeship Week (NAW) and said that he is honored to be present. He expressed his admiration for Secretary of Labor, Portia Wu, her team, MATC and all of the players in the room. He presented the Council with a proclamation from President Biden for the outstanding work that it does to advance apprenticeship.

Chairman Cavey asked Council members and staff to introduce themselves.

II. **Minutes of the September 19, 2023 Maryland Apprenticeship and Training Council meeting.**

A motion to approve the minutes was made by Mr. Wilford, seconded by Mr. Shmelzer and unanimously approved at 9:22 a.m. (Public Representative Shaunta Chapple was absent).

Chairman Cavey asked Maryland Apprenticeship and Training Program Director Chris Maclarion to present the Director’s Report.

**III. DIRECTOR'S REPORT**

Chris Maclarion thanked the Chairman and the council for their time and echoed the Chairman’s appreciation for Mr.Wilford and the JATC for hosting and providing breakfast to the guests.

 Mr. Maclarion spoke about all the excitement surrounding the 9th anniversary of National Apprenticeship Week. He said that there are a lot of events taking place across the state and even a few Council members have programs hosting events. He encouraged everyone to attend NAW events as their schedules allow.

 Mr. Maclarion requested that the council table two items on the agenda:

* Item 74 from the main agenda: Montgomery County Recreation
* Item 18 from the supplemental: Over 50% credit for an apprentice with IBEW 26

Also on the agenda, Mr. Maclarion said that there are three new Sponsors seeking reciprocity who have USDOL Office of Apprenticeship approved Standards of Apprenticeship:

* Rural Water Association
* Multiverse
* Caliber Collision

He expressed his appreciation for USDOL’s Office of Apprenticeship for referring sponsors to MATC for reciprocal approval and helping to offer more apprenticeship opportunities in Maryland

 Mr. Maclarion provided an Apprenticeship Training Fund update:

* Total Fund Balance as October 31, 2023 after all obligations is $1,400,686.19
* September contributions: $13,038.75
* October contributions: $25,722.77
* Payments from the fund totaled $6,708.00

 Mr. Maclarion shared that Youth Apprenticeship Expansion has increased dramatically this year, reaching an all-time high with over 700 youth apprentices which is a huge accomplishment. He said that with all 24 state school systems participating he expects that number to increase even more.

Mr. Maclarion provided an update from the September MATC meeting. He said that the East End Placement Driving and Placement Service LLC apprenticeship program now has a date set with the Office of Administrative Hearings. The date will be December 6th and he said he would provide an update for the Council of any next steps once they are known.

Finally Mr.Maclarion apologized to the Council for the delay in distributing the packet and agenda. He explained that there have been a lot of recent staffing changes that have made it difficult for his team to prepare and distribute the documentation in time. He went on to share that Jean from his team has accepted a job at the U.S. Department of Labor and will be leaving soon, along with Faith Ramsburg, Apprenticeship Navigator, who has also accepted a position in another office. In addition he added that Ms.Gina Best is out on medical leave, Jeff Smith recently left and they onboarded Logan Dean. Mr. Maclarion said, given all these changes that it was a challenge to prepare everything in time and will try to prevent future delays.

 Mr. Maclarion thanked Chairman Cavey and the Council and said he would be happy to answer any questions.

 A motion to approve the Director’s Report and table items 18 and 74 was made by Mr. Shmelzer, seconded by Mr. Preston and unanimously approved (Public Representative Shaunta Chapple was absent).

**IV. OLD BUSINESS**

 **A. PROGRAM REVISIONS:**

**1.** AUI Power (Faith Ramsburg) – Occupation of High voltage Electrician with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 1)

 Ms.Ramsburg thanked the Council for their time and attention and provided some background on the program and occupation.

Ms.Durant drew attention to the fact that the packet states that the number of hours of work are the same for all apprentices. She asked if the hours of work should be different for STA apprentices since they work less hours during the week?

Mr. Maclarion responded no to Ms.Durant’s question. He said that the hours of work remain the same and apprentices will make up any missed hours on the backend.

A motion to approve the requested revisions was made by Mr. Shmelzer, seconded by Ms.Butt, Ms. Butt and unanimously approved (Public Representative Shaunta Chapple was absent).

**V. NEW BUSINESS**

 **A. NEW PROGRAMS:**

1. Royal Farms (Faith Ramsburg) – Occupation of Manager, Retail Store. Related Instruction to be provided by the employer’s in-house training department. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 2)

 Ms. Ramsburg thanked the Council for their time and attention and provided some background on the program and occupation. She then offered to field any questions.

 Ms. Durant asked how the fitness assessment is different from the interview.

 Ms. Ramsburg said that the assessment is provided and owned by People Matter. She went on to say it is an assessment that jobseekers complete during the application process that uses the individual's answers to questions to determine their best fit in several core competencies.

 Mr. Klusmann asked who makes the determinations regarding the fitness assessment and if there is a JATC? He questioned why the assessment is required for an entry level position.

 Mr. Brian Roche, Chief People Officer at Royal Farms, responded. He said that the primary decision to hire is based on the interview and the decision is made by the hiring manager at the store. He said they administer a job-fit assessment for each position they hire for to see where a particular employee's strengths are across the 8 core competencies.

Chairman Cavey asked at what point does the job-fit assessment factor in other selection procedures? Do they go through the assessment prior to interviewing?

Mr.Roche replied yes. He said that the assessment is completed online.

Chairman Cavey asked if it was possible that an applicant scored low enough to not qualify for an interview.

Mr.Roche said that store managers would not see a score of 69% or below.

Mr.Maclarion assured the council that this process is not uncommon and that it still allows for the interviews and tests to be objective. He said that they include a generic copy of the assessment in the standards if it eases concerns.

Mr.Preston asked if the assessment is more soft-skill or knowledge based.

Chairman Cavey asked if the assessment has been validated.

Mr.Roche said that the assessment is nationally recognized for the industry.

Mr.Shmelzer spoke about the drug testing requirement and asked why it is included if it is not set in place yet.

Ms.Ramsburg responded that it was included because drug testing was in discussion while the qualifications were being developed and although it isn't in place today, she said it could potentially be imposed tomorrow/ soon.

Mr.Roche responded saying that Royal Farms currently tests all managemen candidates. The apprentices would not start out in a management position so they would not undergo a drug test upon being hired.

Mr.Shmelzer asked why it is a requirement for an apprentice.

Mr.Roche/ Ms.Ramsburg said that they will remove the drug testing requirement from the qualifications.

Mr.Shmelzer asked about the 80 hours of paid lab time mentioned in the packet. He expressed a concern about “double-dipping” and asked the sponsor to clarify what the OJT and Related Instruction look like for this program.

Ms.Jesica Mente said that the OJT will happen at the store under the supervision of a manager. The lab time happens in a mock-store where they problem-solve on their own. Classroom training takes place in an actual classroom with a teacher and has a curriculum in place that covers a number of different areas.

Ms.Woo asked if the 80 hours that are counted as Related Instruction are also counted towards On-the-Job (OJT) training hours.

The Sponsor confirmed that the lab time is counted as related instruction, not OJT hours.

Ms.Durant pointed out a correction in the Apprenticeship Agreement.

Ms.Ramsburg confirmed that it should say a total of 2,015 hours.

A motion to approve this new program and registration of an Affirmative Action Plan with the removal of the drug testing qualification, the correction of hours in the apprenticeship agreement and the distribution of a generic job-fit assessment for the Council to review was made by Mr. Shmelzer, seconded by Mr. Klusmann and unanimously approved (Public Representative Shaunta Chapple absent).

1. Hands On Dental (Roslyn Edson) – Occupation of Dental Assistant. Related Instruction to be provided by the sponsor. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 3)

Ms.Ramsburg thanked the Council for their time and attention and provided some background on the program and occupation.

Mr.Wiford raised a question regarding Section 11 which states “the employer should ascertain if any of its activities are covered by the Fair Labor Standards Act. Employees in a covered activity, including apprentices, must be paid time and ½ for all hours worked over 40 hours per week”. He asked if that sentence implies that employees that work over 40 hrs a week, on activities not covered under the Fair Labor Standards Act, won't get paid over time (time and ½).

Mr.Maclarion responded saying that this generic language is in every set of Standards of Apprenticeship for a group and it essentially means that the employer is accountable for being aware of activities under the Act and paying overtime as required for those employees that are performing covered activities. Additionally, Mr.Maclarion added that this language acknowledged the law and employer requirements and ultimately cannot be altered.

Chairman Cavey asked if there are signatory employers?

Ms.Edson said there are two participating employers.

Mr.Shmelzer asked if there is a make-up plan in place when students miss classes.

The sponsor replied saying that students have the opportunity to come in Monday through Friday in the morning and evening. She said that there is always another class on a different day that the students can attend to make up the missed time.

A motion to approve this new program and registration of an Affirmative Action Plan was made by Ms.Woo, seconded by Ms.Anderson and unanimously approved (Public Representative Shaunta Chapple absent).

 **B. PROGRAM REVIEWS (Five (5) or More Apprentices):**

1. Baltimore Alliance for Careers in Healthcare - review of standards and Affirmative Action Plan (Coral Crawford). (Item 4).

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for Baltimore Alliance for Careers in Healthcare, a group non-joint program. She said that she conducted the compliance review herself and shared some background information with the council. She then offered to answer any questions.

A motion to approve this review with the outlined recommendations was made by Mr.Wilford, seconded by Mr. Klusmann and unanimously approved (Public Representative Shaunta Chapple absent).

1. Maryland Direct Support Professionals - review of standards and Affirmative Action Plan (Coral Crawford). (Item 5)

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for Baltimore Alliance for Careers in Healthcare, a group non-joint program. She said that she conducted the provisional compliance review herself and shared some background information with the council. She then offered to answer any questions.

Mr.Wilford asked if the sponsor has attended the webinar?

Ms.Crawford confirmed that the sponsor has attended the webinar.

A motion to approve this review was made by Mr.Wilford, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple absent).

1. WANADA Automobile Dealer Education Institute - review of standards and Affirmative Action Plan (Coral Crawford). (Item 6)

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for the Washington Area Automobile Dealers Association, a group non-joint sponsor, and that she conducted the review in-person herself.

Ms. Crawford went on to provide some background information for the Council and offered to answer any questions.

Mr Klusmann asked how the sponsor is planning on increasing female participation.

Ms. Crawford responded saying that she spoke with the sponsor about increasing female participation through outreach and she said that they were accepting of the recommendations that staff made.

Mr. Smalls asked if Ms.Crawford had a chance to speak with the female apprentices.

Ms. Crawford responded that she didn't speak with the sponsor’s female apprentices.

A motion to approve this review was made by Mr.Klusmann seconded by Mr.Wilford and unanimously approved (Public Representative Shaunta Chapple absent).

1. Bear Industries - review of standards and Affirmative Action Plan (Coral Crawford). (Item 7)

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for Bear industries, an individual sponsor, and that she conducted the review in-person herself. Ms.Crawford went on to provide some background information for the Council and offered to field any questions

Mr. Klusmann asked if there were any female applicants?

Ms. Crawford said that she does not have that information on-hands but will look into and report back.

Ms. Durant asked about the journeyworker to apprentice ratio. She said that in the report the ratio says that it's 2:1 but when you look at the workforce analysis it says that they have a total of 32 Journeypersons and 47 apprentices and asked where the disconnect lies.

Mr. Maclarion clarified that the ratio is accurate but the data needs to be updated in terms of numbers of apprentices and journeyworkers.

Mr. Shmelzer asked Mr.Maclarion for a standardized form for sponsors to use when describing their outreach efforts.

Mr. Maclarion said that he is more than happy to provide that.

 A motion to approve this review was made by Ms.Anderson, seconded by Mr.Wilford and unanimously approved (Public Representative Shaunta Chapple absent).

**5.** Heat & Frost Insulators and Allied Workers Local 24 - review of standards and Affirmative Action Plan (Coral Crawford). (Item 8)

 Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for the Heat and Frost Insulators and Asbestos Workers Local 24, a group joint sponsor, and that she conducted the review in-person herself. Ms.Crawford went on to provide some background information for the Council and closed by offering to take questions.

 A motion to approve this review was made by Mr.Wilford, seconded by Ms.Anderson, Chairman Cavey abstained and all other Council members in attendance voted yea (Public Representative Shaunta Chapple was absent).

 **C. PROGRAM REVIEWS [Fewer Than Five (5) Apprentices]:**

The following program reviews were performed and the programs were found to be conducted in a satisfactory manner. ***[No Council Action Required]***:

**1.** Anne Arundel Community College – Occupations of Landscape Management Technician, Table Games Supervisor, and Security Guard. (Coral Crawford). (Item 9)

**2.** 1199 SEIU Training & Upgrading Fund MD/DC – Occupations of Patient Care Technician and Central Sterile Processing Technician. (Coral Crawford). (Item 10)

**3.** Textron Systems – Occupation of Machinist I (Coral Crawford). (Item 11)

**4.** St. Mary's County Sheriff's Office – Occupations of Police Officer and Correctional Officer. (Coral Crawford). (Item 12)

**5.** Premier Fire Protection Services – Occupation of Sprinkler Fitter (Coral Crawford). (Item 13)

 Chairman Cavey said no Council action was required for Items 9-13.

 **E. PROVISIONAL REVIEWS:**

1. Davis Ulmer Fire Protection – Occupation of Protective Signal Installer (Coral Crawford). (Item 14)

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting the Council’s approval of a provisional review for Davis Ulmer Fire Protection, an individual sponsor, and that she conducted the review virtually herself. Ms.Crawford went on to provide some background information for the Council and offered to answer any questions.

Mr.Wilford noted that the front page of the packet says that there are 0 apprentices.

Ms.Crawford acknowledged that clerical error and stated that she will rectify it.

A motion to approve this provisional review with the clerical revision was made by Mr. Wilford, seconded by Ms.Anderson and unanimously approved (Public Representative Shaunta Chapple was absent).

1. Chesapeake Electric – Occupation of Electrician (Jane Sinclair). (Item 15)

Ms.Sinclair welcomed everyone including honorable guests, Chairman Cavey, Council members. She stated that she is requesting the Council’s approval of a provisional review for the Chesapeake Electric Registered Apprenticeship Program.

Ms.Sinclair went on to provide some background information for the Council and offered to take any questions.

Mr.Wilford said that the pocket says there is a 1:1 ration with 21 apprentices and 21 journeymen. He asked what would happen in the event that a journeyman cannot make it to work and questioned what implications that would have on the apprentices.

Mr.Maclarion and Ms.Sinclair clarified that the apprentices may not work on the site as an apprentice without the supervision of a journeyworker. If a journey worker is absent the apprentice may still work and get paid, however, those hours worked will not count towards the apprenticeship.

Mr.Smalls asked Ms.Sinclair if she came across any documentation that listed the cancellations and detailed why those apprentices left.

Ms.Sincalir replied that she did not come across any documentation that provided an explanation for the cancellations.

Mr. Smalls expressed his concern surrounding the fact that this is a young program that has a lot of cancellations.

Mr. Maclarion addressed Mr. Smalls concerns saying that the projected completion rate is currently 100% because they are in their first year under provisional status. He explained that an apprentice that is canceled within the first 25% of the program is deducted from the total number of the cohort which is then divided by the number of those that complete the program.

He went on to say that the provisional process is designed for the council to review the program and observe trends.

Mr. Small suggested discussing the Council's concerns about the ratio of journeyworkers to apprentices as well as cancellations with the sponsor during the next review.

A motion to approve this provisional review with the stipulations of staff providing the sponsor with guidance on how to improve program participation and another provisional review in 6 months was made by Mr. Wilford, seconded by Mr.Smalls and unanimously approved (Public Representative Shaunta Chapple was absent).

 **F. INVOLUNTARY REQUEST FOR CANCELLATION OF STANDARDS OF APPRENTICESHIP:**

1. NLG Insulations. Defunct Program (Item 16)

A motion to approve this involuntary cancellation was made by Mr. Wilford, seconded by Mr.Shmelzer and unanimously approved (Public Representative Shaunta Chapple absent).

 Chairman Cavey called for a five-minute comfort break before Item 17 was heard.

**G. OTHER BUSINESS:**

1. IEC Chesapeake – Request for registration of an apprentice with over 50% credit for related instruction and on-the-job training for the occupation of Electrician. (Sheila Jackson). (Item 17)

Ms.Jackson addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She provided some background information on the individual, the occupation and the program and then offered to field any questions from the Council.

Mr.Smalls asked why the apprentice wasn’t registered previously.

Mr.Shmelzer explained that the previous employer did not register them but they were participating in Related Instruction. He went on to say that since the apprentice has come to IEC Chesapeake they have been able to teach them about the benefits of Registered Apprenticeship and would now like to be registered.

A motion to approve the registration of an apprentice with over 50% credit was made by Ms.Woo, seconded by Ms.Anderson, Mr. Shmelzer abstained and all other Council members in attendance voted yea (Public Representative Shaunta Chapple absent).

1. Washington D.C Electricians JATC, IBEW Local #26 – Request for registration of an apprentice with over 50% credit for related instruction and on-the-job training for the occupation of Electrician. (Chris Maclarion). (Item 18)

Mr.Maclarion requested to remove this item from the agenda.

*Item 18 was removed with no objections.*

1. Steamfitters Local 602 – Request for registration of an apprentice with over 50% credit for related instruction and on-the-job training for the occupation of Steamfitter. (Chris Maclarion). (Item 19)

Mr.Maclarion addressed the Council members,staff and guests. He stated that MATP received written communication from Steamfitters Local 602 seeking approval and registration for an apprentice with over 50% credit that transferred from a program in New Jersey. he said that the sponsor has provided transcripts, records, worklogs and staff has validated the information. Finally, Mr.Maclarion requested the Council's approval and registration for an apprentice with over 50% credit.

In closing Mr. Maclarion thanked everyone for their attention and expressed his willingness to answer any of the Council's questions.

A motion to approve the registration of an apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Ms.Anderson, and unanimously approved (Public Representative Shaunta Chapple absent).

Chairman Cavey asked that the Council consider items 20-78 together (excluding Item 74 since it was removed from the agenda) as they are all Youth programs and invited council members to propose any questions or concerns regarding items 20-78 (excluding Item 74).

General comments and question from the Council regarding Items 20-78 (excluding 74):

* Ms.Durant asked if it would be possible, for the next meeting, to have the occupations mentioned in the listing.
	+ Mr. Maclarion said that will be possible and they will try to implement that for future meetings.
* Mr. Wilford asked Mr. Maclarion if all Youth employers give credit towards apprenticeship?
	+ Mr. Maclarion explained that there are essentially 2 categories. For employers that are already participating in a group program with a School to Apprenticeship clause it should be a seamless transfer for the individual because they are registered on the spot. Another group of employers have an apprenticeship program (or participate in one) and bring an Youth Apprentice (YA) in and register them after the fact, those hours should count. He went on to say that the occupation must align with whatever they are doing for Youth Apprenticeship with a Registered Apprenticeship program, and if this standard is met, credit should be given.
* Ms. Durant asked a general question about the several Youth Apprenticeship applications that were updated and asked what the reasoning was.
* Mr. Maclarion said that when they put the original jacket together the goal was to get the full packet to the Council as early as possible. After the packet was distributed there were several items that staff reevaluated from MSDE where they suggested some modifications. Staff then took those modifications and put them into a supplemental agenda. Furthermore, he explained that it is a three-part process where school systems look and review the programs, Labor vets, MSDE vets, and then it goes to the Council to request approval. He said in this instance that MSDE made some corrections on the back end and they needed to be included to receive Council approval.
* Mr. Shmelzer asked if it would be possible for staff to bookmark the packets for future meetings.
	+ Mr. Maclarion said that the packets will be bookmarked moving forward.
* Ms. Durant requested a list of all employers and school systems.
	+ Mr. Shmelzer said that after Friday, November 17, there should be an updated list on the Department’s website.
1. Request for the approval of ADTEK Engineers to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 20)

*See Item 78.*

1. Request for the approval of Asian American Center of Frederick to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 21)

*See Item 78.*

1. Request for the approval of BR&L Latina Flavor to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 22)

 *See Item 78.*

1. Request for the approval of Frederick Innovative Technology center (FITC) to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 23)

 *See Item 78.*

1. Request for the approval of Hagerstown Honda Kia to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 24)

*See Item 78.*

1. Request for the approval of RT Services to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 25)

Mr. Shmelzer asked Mr.Wallace why MSDE is granting up to two years of related tactical instruction (RTI) without any OJT. Mr.Shmelzer expressed his concern that the students did not have any OJT, but it appears to a youth employer that they have 2 years of apprenticeship experience in the industry.

Mr. Wallace explained that in that youth apprenticeship has no requirement for RTI and said that in that situation it would be a student that already completed the youth apprenticeship program and completed their highschool program of study.

Ms. Butt pointed out that the highschools that ABC Baltimore works with only require Core and Level 1 of the NCCR curriculum. However, she said that the schools don't always refer to them in this way and asked if it would be possible for MSDE to standardize the way the requirements are discussed within the school systems to prevent confusion for employers.

Mr. Wallace said that the standard for the program of study is Core and Level 1. He said that even though the school district may number it differently, the industry recognized credentials that the student is earning.

Chairman Cavey suggested that the CTE committee or the 2030 Commission needs to work on a standardized certificate for graduates.

Mr. Wallace clarified that a student that goes through the youth apprenticeship program must complete 1 year of Related Instruction and their required hours. If that same student finished their program of study they could have done CORE level 1, which wouldn’t count towards the apprenticeship, however, could be appealing to a potential employer so the student shouldnt omit the fact that they have youth apprenticeship experience and core requirements.

Mr. Shmelzer confirmed that Youth apprenticeship doesn't not have any hour requirements for RTI.

Mr. Maclarion said that youth apprenticeship as a CTE pathway is separate and aside by itself. He said that the pre-existing regular CTE clusters have the full course load requirement for the students but students entering the CTE pathway through youth apprenticeship can select a CTE pathway as early as 8th grade and have the opportunity to learn the skills, with a one year requirement. He said that the only time that Core and the 1 cannot be aligned with youth apprenticeship is if the core and 1 were given prior to the start of the apprenticeship.

*See Item 78 for Council approval.*

1. Request for the approval of Squad Car Supply & My Tires to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 26)

 *See Item 78.*

1. Request for the approval of The Learning Bee to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 27)

*See Item 78.*

1. Request for the approval of Above and Beyond Learning Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 28)

 *See Item 78.*

**13.** Request for the approval of Acer Exhibits to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 29)

 *See Item 78.*

**14.** Request for the approval of Action Electrical Contractors to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 30)

 *See Item 78.*

**15.** Request for the approval of Anchor Buick GMC to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 31)

 *See Item 78.*

**16.** Request for the approval of Apple Imports to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 32)

 *See Item 78.*

**17.** Request for the approval of Bass Machining to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 33)

 *See Item 78.*

**18.** Request for the approval of Cove Electric to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 34)

Ms. Durant noted that this item appears to be missing a page information in the packet that contains the number of hours and the wages of the program.

 Mr. Maclarion agreed and said that it must have been a scanning error and that MATP received a full packet from the sponsor with no omitted information.

 *See Item 78 for Council approval.*

**19.** Request for the approval of Fast Eddie’s Pit Beef and Catering to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 35)

 *See Item 78.*

**20.** Request for the approval of Forest Hill Nature Preschool to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 36)

 *See Item 78.*

**21.** Request for the approval of G&M Automotive to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 37)

 *See Item 78.*

**22.** Request for the approval of Geno's Garage to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 38)

 *See Item 78.*

**23.** Request for the approval of Goddard School to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 39)

 *See Item 78.*

**24.** Request for the approval of Harford County Public Schools to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 40)

 Ms. Durant asked how many youth apprentices are going to be placed in each occupation.

 Matt Johnson, on behalf of Harford County Public Schools, replied that it depends on the occupation. He said the facilities have 8 YA opportunities and technicians have less.

 *See Item 78 for Council approval.*

**25.** Request for the approval of Havre de Grace-Perryville Pet Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 41)

 Ms. Durant stated that she had a question regarding the working hours of this program. She said that the packet states that the apprentices would work 8 hours a day for 5 days a week and expressed her concern about how difficult it would be for a student to achieve. She asked if the packet was accurate.

 Mr. Maclarion responded saying that the maximum they can work is 8 hours a day 5 days a week, however, this mainly occurs during the summer month when students are out of school. He said that as school picks up again in the fall the hours are readjusted.

 *See Item 78 for Council approval.*

**26.** Request for the approval of Integrity Plumbing & Heating to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 42)

 *See Item 78.*

**27.** Request for the approval of Little House Preparatory School to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 43)

 *See Item 78.*

**28.** Request for the approval of Love. Crust. Pizza. to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 44)

 *See Item 78.*

**29.** Request for the approval of Marico Consulting to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 45)

 *See Item 78.*

**30.** Request for the approval of McLaughlin Physical Therapy and Hand Rehabilitation to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 46)

 *See Item 78.*

**31.** Request for the approval of Muddy Creek Veterinary Service to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 47)

 *See Item 78.*

**32.** Request for the approval of Next Generation Mechanics to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 48)

 *See Item 78.*

**33.** Request for the approval of Phoenix Speech Therapy to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 49)

 *See Item 78.*

**34.** Request for the approval of Redner's Fresh Market to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 50)

*See Item 78.*

**35.** Request for the approval of Squire's Café to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 51)

*See Item 78.*

**36.** Request for the approval of Stonewall Daycare Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 52)

*See Item 78.*

**37.** Request for the approval of The Garage NE to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 53)

 Ms. Durant expressed her concern that the apprentices won't have enough hours. She noted that in the packet it says that apprentices will work 3 hours a day 3 days a week. She said that the hours listed will not total 450 hours during the course of a year (12 grade).

 Mr. Maclarion stated that if they participate in the program in both their 11th and 12th grade year, including summers and school breaks (where they work more hours), they will have plenty of hours total for the program. He added that all public school systems with the exception of Howard County use the Junior and Senior year to complete the program, therefore, this isn't uncommon for a YA program.

 See Item 78 for Council approval.

**38.** Request for the approval of Thymly Products to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 54)

*See Item 78.*

**39.** Request for the approval of TLC Preschool and Daycare to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 55)

*See Item 78.*

**40.** Request for the approval of UCS LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 56)

*See Item 78.*

**41.** Request for the approval of Williams Chevrolet to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg). (Item 57)

 Ms. Durant stated that generally she would like to see a more comprehensive description of the programs. She used Williams Chevrolet as an example and noted that the packet defined OJT as “*working with other technicians to learn the process”*. She remarked that this doesn't give a full description of the work/learning being done by the program participant.

 *See Item 78 for Council approval.*

**42.** Request for the approval of Kingdom Kare to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jane Sinclair). (Item 58)

*See Item 78.*

**43.** Request for the approval of Mid-Atlantic Waste Systems to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jane Sinclair). (Item 59)

*See Item 78.*

**44.** Request for the approval of Ricky's Auto Repair to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jane Sinclair). (Item 60)

*See Item 78.*

**45.** Request for the approval of Basal Therapies to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 61)

*See Item 78.*

**46.** Request for the approval of Creative Children's Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 62)

*See Item 78.*

**47.** Request for the approval of First United Bank and Trust to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 63)

*See Item 78.*

**48.** Request for the approval of Frederick County Government to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 64)

*See Item 78.*

**49.** Request for the approval of Meritus Medical Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 65)

*See Item 78.*

**50.** Request for the approval of Priority Install to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 66)

*See Item 78.*

**51.** Request for the approval of Rush Services, Inc. to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 67)

 Mr. Shmelzer asked what the related instruction is like for the carpenter program.

 There was some confusion surrounding the order of the items in the packet. Since the items were not bookmarked in the packet, Council members had trouble finding the information they were seeking. Though Mr.Maclarion assured the Council that the employer was vetted and that all of the necessary information was included in the provided documentation.

 *see Item 78 for Council approval.*

**52.** Request for the approval of Service Master of Garrett County to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 68)

 Ms. Durant noted that there is a description for the occupation of litigation technician, however, the packet is missing a description of the business administration representative. And asked that staff pay special attention to include descriptions for every occupation.

 Ms. Runkles apologized, explaining that the description for the business administration representative was added later so it is in a different spot in the packet.

 Ms. Durant pointed out that the related instruction includes courses like construction core, carpentry I, carpentry II and carpentry III or business classes at the college and asked if there was a typo.

 Ms. Runkles yes, the occupations were mis-matched.

 Mr. Wallace clarified that MSDE reviews the related instruction prior to the Council to make sure that a program in the school district aligns directly with the outlined related instruction.

 *see Item 78 for Council approval.*

**53.** Request for the approval of Summit Auto Parts to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 69)

*See Item 78.*

**54.** Request for the approval of Turner Boxing Gym & Youth Development Program to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 70)

*See Item 78.*

**55.** Request for the approval of Turner's Boxing Club to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 71)

*See Item 78.*

**56.** Request for the approval of Gapbuster, Inc. to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Roslyn Edson). (Item 72)

*See Item 78.*

**57.** Request for the approval of Moijey to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Roslyn Edson). (Item 73)

 Ms. Durant remarked that the curriculum is in the packet for the Jewelry Designer position, however, it appears that the packet is missing the curriculum for Sale Representative.

 Mr. Maclarion said that Moijey has been vetted. The employer has changed the occupation three times to ensure that it is an USDOL apprenticeable occupation. Additionally, he added that the school systems and MSDE have reviewed both curriculums and they should both be included in the packet provided to the Council.

 Ms. Edson elaborated on the curriculum for Sales Representative and the concern was addressed.

 *See Item 78 for Council approval.*

**58.** Request for the approval of Montgomery County Recreation to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Roslyn Edson). (Item 74)

*See Item 78.*

**59.** Request for the approval of Creative Little Minds Learning Center II to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Sheila Jackson). (Item 75)

*See Item 78.*

**60.** Request for the approval of Koffel Compliance to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Sheila Jackson). (Item 76)

*See Item 78.*

**61.** Request for the approval of Legends Barber Co. to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Sheila Jackson). (Item 77)

*See Item 78.*

**62.** Request for the approval of Owings and Sons to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Logan Dean). (Item 78)

A motion to approve items 20-78, excluding Item 74, was made by Ms. Durant, seconded by Ms. Butt, and unanimously approved (Public Representative Shaunta Chapple was absent).

**VI. SUPPLEMENTAL AGENDA**

 **A. OLD BUSINESS:**

**i. NEW PROGRAMS:**

1. Olive Consulting (Roslyn Edson) Request for the registration of standards of apprenticeship for the occupation of Software Engineer. 180 hours of Related Instruction provided in-house. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 1)

Ms. Edson provided the Council with background information surrounding the new program at Olive Consulting. She offered to answer questions from the Council, however, she already had addressed their concerns.

A motion to approve this new program was made by Ms.Anderson, seconded by Mr.Preston and unanimously approved (Public Representative Shaunta Chapple absent).

**B. NEW BUSINESS:**

 **i. NEW PROGRAMS:**

1. Multiverse US, inc. (Chris Maclarion) Request for the reciprocal registration of standards of apprenticeship for the occupations of Data Analyst, Software Engineer, Digital Marketer, and Business Analyst. Related Instruction provided in-house through a nationally approved curriculum. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 2)

Mr. Maclarion provided some brief background information on the program for the Council and offered to field any questions.

Mr. Shmelzer asked if a similar ratio exists in other SA states.

Mr. Maclarion stated that Maryland is the first state that they've chosen to pursue Standards of Apprenticeship, although they are simultaneously going through the same process in New York.

Mr. Shmelzer asked Mr.Maclarion how the sponsor plans on carrying out outreach and recruiting efforts if they are located out of state.

Mr. Maclarion assured Mr.Shmelzer that the sponsor is held to the same standards as an in-state sponsor and that they bear the same responsibility to conduct outreach and recruiting efforts.

Mr. Wilford noticed that there are 5 journeymen listed for each qualification and asked if there is any crossover.

Mr. Maclarion said he limited that number to 5 journeymen each. He went on to say they have 13 employers vetted and several hundred qualified journeyworkers across the different categories. Mr.Maclarion stated that there could potentially be crossover, but for the occupations that the apprentice is registered under, there is no crossover allowed for journeyworkers under that specific occupation.

Mr. Wilford expressed his concern regarding the potential ratio of journeyworkers to apprentices.

Mr. Maclarion referenced the 2022 MATC ratio guidelines and assured the Council that the program has been fully vetted, with a valid ratio, high quality completion rate, and meets the diversity markers, and exceeds the basic requirement of a new program.

A motion to approve this new program was made by Mr.Shmelzer, seconded by Ms.Durant and unanimously approved (Public Representative Shaunta Chapple absent).

1. Interplay Learning (Faith Ramsburg) – Request for registration of standards of apprenticeship for the occupation of HVAC Technician/Installer. Related Instruction to be provided by the sponsor. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 3)

Ms. Ramsburg told the Council that the sponsor requested to table this item until January to give them more time to reevaluate their Related Instruction.

1. National Flooring (Chris Maclarion) – Request for registration of standards of apprenticeship for the occupation of Floor Coverer/Layer. Related Instruction to be provided by the sponsor. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 4)

Mr. Maclarion requested that the Council table this item due to the absence of the sponsor.

1. Caliber Collision (Logan Dean) – Request for reciprocal registration of standards of apprenticeship for the occupation of Automotive Technician Specialist. Related Instruction to be provided in-house via I-CAR and partner designed training modules. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 5)

Mr. Dean provided some background information for the Council and invited the sponsor up to help field questions.

Ms. Anderson asked if the program is entirely virtual.

Mr. Dean confirmed that the program is entirely virtual.

Mr. Klusmann asked where the OJT will be held and where the labs are located.

The sponsor explained that all of the OJT and RI will be conducted and completed virtually.

Mr. Klusmann asked if the rate of pay is based upon competency

The sponsor confirmed that the pay rate is directly related to competency.

Mr. Shmelzer expressed his concern regarding the virtual learning for emerging technology and the inability for students to assist each other in understanding the subject matter. Additionally, Mr.Shmelzer acknowledged that the virtual learning is self-paced but he asked if there was an obligatory training schedule/minimum.

The sponsor addressed Mr. Shmelzer concerns and assured him that the students will have access to on the job experience through partnerships with other local shops.

Mr. Shmelzer asked if the experience is at the cost of the student (ex.if the facility is miles away)

The sponsor replied that they cover the cost for the student.

The sponsor said that there is a requirement for the students to complete 2-5 hours per week. She went on to say that they have the ability to decide when to complete those hours and also mentioned that they are paid during that time. Additionally, she said that there are weekly check-ins to ensure that the students are meeting their requirements and staying on track.

Mr. Smalls clarified that the students can log on to complete their work at any time and ask the sponsor how they are ensuring that students are not sharing answers or cheating.

The sponsor said that all the tests that are administered to the students contained a list of randomized questions to prevent answer sharing. Additionally they added that there is a competency assessment as well that students are unable to cheat on.

Mr. Wilford asked the sponsor if there is a way that students can ask for assistance or guidance with their homework.

The sponsor replied that there is help available for technical assistance when it comes to the homework, however, in regard to homework content, the student would have to refer to their journeyworker the following workday.

Mr. Wilford asked who administers the competency assessment.

The sponsor said that the Journeyperson, their supervisors and leadership collectively determine competency.

Mr. Preston asked if extensions are available for students that are unable to meet the hours/week requirement due to unforeseen circumstances.

The sponsor confirmed that an extension is available for students that are unable to meet the required hours per week.

Mr. Wilford asked the sponsor if they would be willing to consider hands-on instruction in the future (instead of entirely virtual).

The sponsor said that they are currently working on “Learning hubs” that would implement a hand-on learning portion.

A motion to approve this new program was made by Mr. Wilford, and seconded by Mr. Klusmann. Ms. Anderson and Mr. Smalls opposed the motion and the remaining Council members in attendance voted in favor of approving this program (Public Representative Shaunta Chapple absent).

1. The Campaign for the Historic Trades (Jane Sinclair) – Request for registration of standards of apprenticeship for the occupations of Preservation Carpenter, Historic Window Technician, and Deconstruction Technician. Related Instruction to be provided in-house through a combination of partner providers. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 6)

Ms. Sinclair provided some brief background information on the program and occupations for the Council and offered to field any questions.

Ms. Woo acknowledged that the Related Instruction is conducted in person or virtually depending on the geographic location of the apprentice and she encouraged the sponsor to engage their local community colleges to assist with providing more options for students.

Mr. Klusmann asked what the term “recruitment zone” means in the context of this program.

Ms. Sinclair said that the “recruitment zone” refers to the geographic area of which the job is located.

Mr. Klusmann expressed his concern that he doesn't want the program's recruitment to be restrictive.

Ms. Sinclair explained that instead of being restrictive, it is directly benefiting the individuals who are living and working in those areas.

Mr. Shmelzer asked if there is a scope and sequence for the occupations listed.

The sponsor said that there is. They said that it is listed out the recommended sequence in the packet before the Council, however, they said that they can not require the sequence due to the different Related Instruction providers having their own processes.

Mr. Shmelzr stated that it can be required.

The sponsor clarified that they are not requiring the sequence as to not preclude students from the college from joining the apprenticeship program.

Mr. Preston asked if the two math courses listed, Khan Academy and Savannah College are equivalent in difficulty.

The sponsor confirmed that the two courses are equally challenging.

Mr. Klusmann asked where the students receive hands-on experience.

The sponsor said that the student OJT will be with the employer. They also added that they are training instructors to deploy across the country to assist students with the related instruction portion.

Mr. Smalls asked how many instructors the sponsor currently has available.

The sponsor said that they currently have 30 instructors and are in the process of training 15 new instructors. Additionally, she shared that one of their partners has 10 additional instructors on deck and said that they plan to continue this year after year to increase the number of available instructors over time.

Ms. Anderson asked if there is a physical training location in Maryland.

The sponsor said that there is the historic Preservation Training Center located in Frederick, MD with instructors on staff and a training facility as well as a workshop facility.

Mr. Wilford asked about math requirements for the occupations.

The sponsor said that the minimum requirement is 35 hours. They explained that they offer the college classes in case a student is interested in pursuing a degree that aligns with their apprenticeship.

Ms. Anderson posed a question to the sponsor regarding a hypothetical scenario. She asked if two apprentices at the same point in the program would get paid the same amount even if one of the students has more college credit than the other.

The sponsor said that wages are based on OTJ hours. She said that the apprentices with more college credit would not get compensated more than the other, even if they have more college credit.

A motion to approve this new program was made by Ms.Woo, and seconded by Mr. Klusmann. Mr. Smalls opposed the motion, Mr. Preston abstained and the remaining Council members in attendance voted in favor of approving this program (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

1. Heidelberg Materials (Sheila Jackson) – Request for registration of standards of apprenticeship for the occupation of Millwright. Related Instruction to be provided in-house through Penn Foster. Request for registration of an Affirmative Action Plan with apprentice selection procedures, goals, and timetables for minority and female apprentices. (Item 7)

Ms. Jackson provided some brief background information on the program and occupation and informed the Council of a modification to the related instruction for this program. She said that the related instruction will be provided at Carroll Community College levering Penn Foster’s curriculum. She offered to take any questions from the Council.

Ms. Anderson asked if the instruction will take place entirely online.

The sponsor clarified that the instruction will take place at the college as well as online and they have access to labs in local technical schools to use for hand-on instruction. They added that the ratio of hand-on learning to online instruction is about 30% hands-on and 70% online.

Mr. Wilford acknowledged that the documentation stated that the sponsor currently has 2 journeyworkers and asked if they are planning on bringing in more.

Ms. Jackson clarified that there is an updated report that states that they will have 24 journey workers to 24 apprentices with a 1:1 ratio.

A motion to approve this new program was made by Mr. Wilford, and seconded by Mr. Klusmann and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

1. AMCO Metal Products (Sheila Jackson) – Request for registration of standards of apprenticeship for the occupation of Glazier. Related Instruction to be provided in-house through myglassclass.com. (Item 8)

Ms. Jackson provided some brief background information on the program and occupation for the Council and offered to answer any questions that the Council has.

Ms. Durant pointed out a typo where the report form states a total of 6240 hours and the apprenticeship agreement says 6000 hours.

A motion to approve this new program was made by Ms.Anderson, and seconded by Mr. Klusmann and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

1. Adventist Healthcare (Sheila Jackson) – Request for registration of standards of apprenticeship for the occupation of Stationary Engineer. Related Instruction to be provided by the Community College of Baltimore County (CCBC). (Item 9)

Ms. Jackson provided some brief background information on the program and occupation for the Council and offered to answer any questions that the Council has.

Ms. Anderson asked if the in-person hours will take place at the Community College of Baltimore county (CCBC).

Ms. Jackson confirmed that those hours will take place at CCBC.

A motion to approve this new program was made by Ms. Anderson, and seconded by Ms. Woo and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

1. Rural Water Association (Sheila Jackson) – Request for registration of standards of apprenticeship for the occupation of Water Systems Operation Specialist. Related Instruction to be provided in house. (Item 10)

Ms. Jackson provided some brief background information on the program and occupation for the Council and offered to answer any questions that the Council has.

Mr. Klusmann asked why the participants must reside in Maryland and requested that it be struck from the standards.

The sponsor was in agreement and agreed to remove that from the standards.

A motion to approve this new program was made by Mr. Wilford, and seconded by Ms. Woo and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

 **ii. PROGRAM REACTIVATIONS**

1. Howard County General Hospital (Sheila Jackson) request for reactivation of inactive program and registration of revised standards of apprenticeship for the occupation of Stationary Engineer. Related Instruction provided by the Community College of Baltimore County (CCBC). (Item 11)

Ms. Jackson provided some brief background information on the program and occupation and offered to answer any questions from the Council.

Mr. Klusmann asked about the residency requirements and what constitutes “Howard County and surrounding areas”.

Ms. Jackson said that the standards have been changed and no longer include that portion. She clarified that participants do not have to live in and or around Howard County.

A motion to approve this program reactivation with the removal of the residency requirement was made by Ms.Anderson, seconded by Ms.Woo and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

**iii. REVISION OF STANDARDS**

1. Howard County Community College (Sheila Jackson) request for revision of standards of apprenticeship to remove apprentice qualification requirement to take an English and math assessment. (Item 12)

Ms. Jackson provided some brief background information on the program and offered to answer any questions from the Council.

A motion to approve the request for the revision of standards with the removal of the residency requirement was made by Ms.Anderson, seconded by Mr.Wilford. Ms.Woo abstained and the remaining Council members in attendance approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

1. Chesapeake Sprinkler (Jane Sinclair) request for approval of updated Standards of Apprenticeship, Equal Employment Opportunity pledge, and Affirmative Action Plan for the occupation of Sprinkler Fitter. (Item 13)

Ms. Sinclair provided some brief background information on the program and occupation and offered to answer any questions from the Council.

Ms. Durant asked what the physical exam consists of.

The sponsor stated that the physical exam is very basic, consisting of a general physical exam administered by a medical professional, the ability to lift 50lbs, and the ability to sit and stand for an extended period of time.

Ms. Anderson asked if the modules were being taught live and or online.

The sponsor said that the modules are housed in textbooks and supplemented with teachingings from an instructor.

Mr. Smalls asked why the sponsor currently has 30 journeypersons and only 6 apprentices. He asked about plans for the future.

The sponsor said that they were planning on ramping up recruitment and targeting individuals coming out of highschool.

A motion to approve this program’s updated standards and affirmative action plan was made by Mr. Wilford, seconded by Ms. Durant and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

**ii. PROGRAM REVIEWS (Five (5) of More Apprentices):**

1. Heating and Air Conditioning Contractors of Maryland - review of standards of apprenticeship and Affirmative Action Plan (Coral Crawford). (Item 14)

Ms. Crawford addressed Chairman Cavey, the Deputy Secretary, the Deputy Assistant Secretary, the Council members and guests. She stated that she is requesting approval of a compliance review for Heating and Air Conditioning Contractors of Maryland. She said that she conducted the compliance review herself. She then went on to share some background information with the council and offered to take any questions.

A motion to approve this review was made by Mr. Wilford, and seconded by Ms. Woo, Ms. Anderson abstained and the remaining Council members in attendance voted in favor of the motion (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

**iii. OTHER BUSINESS**

1. Caliber Collision – Request for registration of an apprentice with over 50% credit for related instruction and on-the-job training for the occupation of Automotive Technician Specialist. (Logan Dean). (Item 15)

Mr. Dean provided background information on Caliber Collision’s request to register an apprentice with over 50% credit for relation instructions and OJT.

A motion to approve the registration of an apprentice with over 50% credit was made by Mr. Wilford, seconded by Mr. Shmelzer and unanimously approved (Public Representative Shaunta Chapple absent).

1. UPDATED MATERIALS: Request for the approval of ADTEK Engineers to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 16)

Was covered during the youth discussion.

1. UPDATED MATERIALS: Request for the approval of Frederick Innovative Technology center (FITC) to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jennifer Runkles). (Item 17)
2. UPDATED MATERIALS: Request for the approval of Mid-Atlantic Waste Systems to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Jane Sinclair). (Item 18)

Item 18 was removed from the agenda.

1. UPDATED MATERIALS: Request for the approval of Koffel Compliance to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Sheila Jackson). (Item 19)

A motion to approve items 17 and 19 was made by Mr. Wilford, seconded by Mr. Klusmann and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple were absent).

**VI. ADDITIONAL BUSINESS**

Ms. Anderson requested that, next year, a MATC meeting is not scheduled during National Apprenticeship Week.

Chairman Cavey asked the Council to decide on meeting dates for 2024 and where the meeting will be held. The following is what was decided.

* January 9th, 2024 - Plumbers Local 5
* March 12th - TBD
* May 14th, 2024 - delaware Elevator
* July 9, 2024 - Howard County Community COllege (tentative)
* September 10, 2024 - Operating Engineers Local 37
* November 19, 2024 - IBEW Local 24

A motion to approve the 2024 meeting dates was made by Mr.Preston, seconded by Mr. Wilford and unanimously approved (Employer Representative Grant Shmelzer and Public Representative Shaunta Chapple absent).

**VII. ADJOURNMENT**

Chairman Cavey entertained a motion to adjourn. Mr. Smalls made the motion to adjourn, Ms. Butt seconded and the meeting adjourned at approximately 1:39 p.m.

Respectfully Submitted,

Christopher D. Maclarion

Secretary

Maryland Apprenticeship and Training Council