**Present**

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| --- | --- |
| **Councilmembers\*** | **Title/Affiliation** |
| **Brian S. Cavey** | **- Chairman/Employee Representative**  |
| **Lateefah Durant****Harry Preston** | **- Public Representative****- Employee** |
| **Neil E. Wilford, Jr.** | **- 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 and Employee Representatives, Nortbert R. Klusmann, Sr. and Terreia Smalls notified Director Chris MacLarion that they would be absent.***

|  |  |
| --- | --- |
| **Other Attendees** | **Title/Affiliation** |
| **Christopher D. MacLarion** | **Director, Maryland Apprenticeship and Training Program (MATP)** |
| **Lloyd Day** | **Director Office of Workforce Development, DWDAL** |
| **Sarah Harlan** | **Maryland Assistant Attorney General** |
| **Ginamarie Best** | **Program Manager, MATP** |
| **Roslyn Edson** | **MATP** |
| **Kevin L. Hunt** | **MATP** |
| **Sheila Jackson** | **MATP** |
| **Faith Ramsburg** | **MATP** |
| **Jennifer D. Runkles** | **MATP** |
| **Jane Sinclair** | **MATP** |
| **Jennifer Griffin** | **Maryland State Department of Education** |
| **Logan Dean** | **Maryland Department of Labor** |
| **Ellie Marts** | **Maryland Department of Labor** |
| **Mike Funk** | **IUOE Local No.37** |
| **Cyndi Ryan** | **Hudak Insulation** |
| **Joanne Fiore** | **AICPA and CIMA** |
| **Matt McKenney** | **Institute for American Apprenticeship** |
| **Eric Hughes** | **Iron Workers IU Local No.568** |
| **Mark Nutting** | **International Union of Elevator Constructors, Local 7** |
| **Oden Cowan** | **International Union of Elevator Constructors, Local 7** |
| **Michelle Barna** | **Chesapeake Optical Essilor** |
| **Maurice Fox** | **Chesapeake Optical Essilor** |
| **Ebonee Baker** | **Elocin Global Logistics** |
| **Jim Hoos** | **Insulators Local 24 JAC** |
| **James Rzepkowski** | **Howard Community College** |
| **Jeff Richmond** | **Howard Community College** |
| **Louis Monk** | **Baltimore City Mayor's Office of Employment Development** |
| **Berlyn Best** | **Baltimore City Mayor’s Office of Employment Development** |
| **Stephanie Strianse**  | **Dr. Masica Jordan, LLC** |
| **Joe Hemberger** | **WANADA** |
| **Valencia Warlock King** | **Elocin Global Logistics** |
| **Nicole Francis** | **Elocin Global Logistics** |
| **Tim Lawrence** | **Town of Berlin, MD** |
| **John Dumler** | **SMART Local No. 100** |
| **John D. Wilson** | **SMARTLocal No. 100** |
| **Alicia Fales** | **Baltimore County Public Schools** |
| **Bettye Muwwakkil** | **Access to Wholistic and Productive Living Institute,Inc** |
| **Kerry Owings** | **Baltimore City Mayor's Office of Employment Development** |
| **Chris Hadfield** | **Associate Builders and Contractors of Greater Baltimore** |
| **Eric King** | **WVA Laborers Union** |
| **Mike Moneymaker** | **Insulators Local 24?** |
| **Kimberly Simms** | **Baltimore County Public Schools** |
| **Scott Phillips** | **Total Health** |
| **Marie Thomas** | **Local 669 JATC** |
| **Leah Dahlheimer** | **Baltimore County DEWD** |
| **Masica Jordan** | **Dr. Masica Jordan, LLC** |
| **Sunday Leonard**  | **Baltimore County Department of Economic and Workforce Development** |

*Chairman Cavey called the meeting to order at 9:05 a.m. at the International Union of Operating Engineers, Local No.37, 5021 North Point Boulevard, Baltimore, MD 21219*

**I. OPENING REMARKS AND INTRODUCTIONS**

Chairman Cavey welcomed all Council members, staff and guests and thanked everyone for making the time to attend the September Maryland Apprenticeship and Training Council (MATC) meeting. He also recognized and thanked Mr.Mike Funk, Mr.Bob Housley and the International Union of Operating Engineers Local No. 37 for hosting the meeting and provided Mr.Funk the opportunity to speak.

Mike Funk introduced himself as a Training Director at the International Union of Operating Engineers, Local no.37 and remarked that it is a privilege to host the MATC meeting and thanked everyone for coming.

Chairman Cavey thanked Mr.Funk again and asked Council members, staff and attendees to introduce themselves.

**II. MINUTES OF THE JULY 11, 2023 MARYLAND APPRENTICESHIP AND TRAINING COUNCIL MEETING.**

A motion to approve the minutes was made by Ms. Michelle Butt, seconded by Mr. Grant Shmelzer and unanimously approved (Public Representative, Shaunta Chapple and Employee Representatives, Norbert Klusmann and Terria Smalls were absent).

Chairman Cavey asked Maryland Apprenticeship and Training Program (MATP) Director, Chris MacLarion, to present the Director’s Report.

**III. DIRECTOR'S REPORT**

**A.** Mr. MacLarion addressed the Chairman, Council members, staff and guests and thanked all for attending. He acknowledged and thanked the individuals that traveled from Western Maryland, the Eastern shore and all across the State to be present for the meeting and also drew recognition to the wide range of industries and occupations represented in the room, from healthcare to cyber to construction. Mr. MacLarion echoed the Chairman’s sentiment and thanked Bob Housley, Mike Funk and the entire JATC team for hosting the Council meeting.

**B.**  Mr.McClarion requested that the Council table three items on the agenda:

* Item 8: Revision of standards for the Baltimore Area Electricians JATC
	+ requested to table for the November meeting
* Item 34: Youth Apprenticeship: review publications
	+ requested to be removed from the agenda
* Item 39: Request for the approval of EHS Maryland LLC to be an eligible employer for the Apprenticeship Maryland Program (youth)
	+ requested to be removed from the agenda

The items requested to be tabled were approved.

**C.** Apprenticeship Training Fund update:

* Total Fund Balance as of August 31, 2023, after all obligations was $1,368,632.67
* July contributions: $18,998.34
* August contributions: $15,978.43
* Payments from the fund totaled $2,740.00

**D.** Mr. McClarion shared that the Maryland Workforce Association hosted their Raising the Bar conference last week, where a number of workforce professionals, including a number of MATC representatives, gathered from around the state to listen to panels and presentations as well as engage with others to discuss the issues that impact the workforce world the most. He recognized the Council members in attendance and shared that Secretary Wu and Governor Moore made an appearance and spoke before the group at the conference. The governor spoke about the importance of expanding Apprenticeship and reaching the goal of the 2030 commission for registering Apprentices in Maryland before the year 2030.

 **E.** Mr. MacLarion said the Youth Apprenticeship program, formally known as the Apprenticeship

Maryland Program (AMP), continues to expand and is currently preparing for the new school year. Mr. MacLarion also shared that all 24 school systems are participating and he anticipates that all of them will have Youth Apprentices. He said that the State is off to a great start and though the school year has just started, t present on Apprenticeship and connections with youth. He also shared that USDOL ETA is hosting another ETA meeting in Washington D.C. next week where the Maryland Department of Labor will attend and present. Mr. MacLarion highlighted some other recent events including the National Association of State and Territorial Apprenticeship Directors (NASTAD) conference that he attended last week and a recent presentation to the Apprenticeship 2023 Commission. There are already 211 2023-2024 youth apprentices starting a program and another 141 Youth Apprentices continuing along the pathway from the last school year, currently totaling 352 Youth Apprentices across the state.

**F.** Mr. MacLarion provided an update from the May and July 2023 Council meetings: the East End Driving and Placement Service LLC was sent the required notice of the Council’s action. He said that a date for hearing with the Office of Administrative Hearings was provided, however, due to scheduling conflicts, a new date is being requested.

**G.** Mr. MacLarion mentioned that the Registered Apprenticeship realm is getting rather busy. He shared that in addition to the Raising the Bar conference last week, there is a conference being hosted by the US Department of Labor’s (USDOL) Employment and Training Administration (ETA) in Philadelphia, PA today and tomorrow (September 19 and 20, 2023). Mr. MacLarion also explained that the Secretary of Labor, Portia Wu, Deputy Secretary, Jason Perkins-Cohen, and Assistant Secretary, Erin Roth are attending that conference in Philadelphia, which is why they were unable to be in attendance for today’s meeting. Mr. MacLarion shared that tomorrow he will attend the conference and

**H.** Mr. MacLarion wrapped up the Director’s Report by reminding the Council that National Apprenticeship Week 2023 is quickly approaching and will take place from November 13 to November 19, 2023. Mr. MacLarion encouraged folks to visit the Maryland Department of Labor’s website for National Apprenticeship Week 2023 as it lists all of the related events. He also requested that anyone in attendance who is planning an event or anyone that knows of an event to please let Labor staff know so that the Department can spread the word and potentially provide additional support for the event. Mr.MacLarion shared that the 2023 award nominations for Apprentices, sponsors and employers are open and he encouraged anyone interested in submitting a nomination to do so as soon as possible.

**I.** Mr. MacLarion concluded by thanking the Council and said he would be happy to answer any questions.

Chairman Cavey asked Mr.MacLarion to confirm which items we requested to table (Items 8, 34, and 39) and asked if he wanted to move them to the agenda for the next meeting.

Mr. MacLarion responded by saying that Item 8 can be tabled until the next meeting, however, Items 34 and 39 can be struck from the agenda completely.

Chairman Cavey asked the Council if they had any additional questions or comments regarding the Director’s Report.

Mr.Shmelzer responded to Mr.MacLarion’s report by saying that he believes that it’s time to start having discussions around pre-apprenticeship, its impacts to the state, and how to address those issues. In light of the current confusion surrounding pre-apprenticeship in Maryland, Mr.Shmelzer suggested establishing a task force or workgroup to provide some guidance on the subject of pre-apprenticeship to the council in the coming months.

A motion to approve the Director’s Report was made by Mr. Shmelzer, seconded by Ms. Stephanie Anderson and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**IV. OLD BUSINESS**

 **A. NEW PROGRAMS:**

**1.** Town of Berlin *(Christopher MacLarion)* - Occupation of Electrical Line Worker & Electric Meter Technician. Related Instruction to be provided by Northwest Lineman College both online and in-person. (Item 1)

Mr. MacLarion began by saying that one thing he neglected to include in the Director’s Report is that Mr.Bob Zimmerhoff has resigned from his position with the State and is now working for the Upper Shore workforce area, and continuing his work with Apprenticeship. Due to the recent vacancy, Mr. MacLarion announced that he will present Mr. Zimmerhoff’s items today.

Mr.MacLarion said he was joined today by Mr.Tim Lawrence, an Electric Utility Director for the town of Berlin, MD. Mr.MacLarion added that Mr.Lawrence developed this program and used to run a very similar program that was registered in the state of Virginia so he has a lot of experience in Registered Apprenticeship and occupational training. Mr.MacLarion stated that they are requesting approval for two occupations, Electrical Line Worker and Electric Meter Technician. Both occupations will be provided Related Instruction through Northwest Lineman College and have access to labs in Salisbury and Virginia. Both programs have a CDL requirement and, as requested by Council in past meetings, the CDL is included in the program and the sponsor bears all costs. Apprentices have the opportunity to receive training, recertification, and licensing, as well as a CDL.

Mr.Smelzer asked if he missed the mention of the Electrical RTI in the document provided? Mr. MacLarion pointed out where to find it in the packet.

Ms. Anderson asked Mr. MacLarion to confirm that the instructions are online and that every 6 months there will be a lab. She asked if Mr.MacLarion could clarify how many hours of instruction will take place in person.

Mr.MacLarion responded to Ms. Anderson saying that approximately 50% of the instruction will take place online while the other 50% will take place in person.

Ms.Lateefa Durant asked Mr. MacLarion to confirm that the participants will receive their CDL in the first 6 months of the program and that they will be required to pass a CDL physical exam administered by a 3rd party vendor. She asked Mr.MacLarion if the exam is administered after 6 months as well or if it’s administered prior to hire.

Mr.MacLarion responded confirming that the CDL physical exam will take place after 6 months in the program as well.

A motion to approve this new program and registration of an Affirmative Action Plan (AAP) was made by Mr.Shmelzer, seconded by Ms. Anderson and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**V. NEW BUSINESS**

Mr.MacLarion addressed Chairman Cavey stating that the Town of Berlin has another item (item 33) and asked the Chairman if he would be open to moving Item 33 up on the agenda.

With no objections from the Council, Mr.MacLarion moved on to Item 33.

**1.** Town of Berlin- Request for registration of an Apprentice with over 50% credit for related instruction and on-the-job training for the occupation of Electrical Line Worker. (Chris MacLarion). (Item 33)

Mr.MacLarion announced that he has been working with Mr. Tim Lawrence and his team. They currently have 4 Apprentices for the Town of Berlin, one of which has over 50% of the program completed and Mr.Lawrence has provided all of the transcripts, records or attendance, grades and documentation of hours worked for the Apprentice to confirm the apprentice’s progression through the program.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr. Shmelzer, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**VI. NEW BUSINESS**

 **A. NEW PROGRAMS:**

**1.** Tidal Health, Inc. *(Christopher MacLarion)* - Occupation of Stationary Engineer Related Instruction to be provided by Community College of Baltimore County (CCBC). (ltem 2)

Mr.MacLarion said he was joined today by Mr.Scott Phillips from Tidal Health. Tidal Health is located in Wicomico County, MD and houses the second Stationary Engineer Apprenticeship program in the state. Mr.MacLarion stated that they are requesting the approval for the Standards of Apprenticeship for a sponsored program with under 5 individuals. The Related Instruction will be provided by the Community College of Baltimore County (CCBC) with intensive labs on campus and also offer online classes. Apprentices that need to travel from their location to CCBC for in-person classes will be reimbursed for their travel expenses and the sponsor will cover the costs of Related Instruction.

Mr.Shmelzer addressed Mr.MacLarion in reference to the terms of two qualifications for Apprenticeship. How are they measuring the physical requirements?- Is there a standardized process they are using?

Mr.MacLarion responded with the criteria.

Mr.Shmelzer asked Mr.MacLarion what would happen if a student were to miss one of the labs, and how that instruction would be made up.

Mr.MacLarion responded by saying that CCBC offers make-up classes for students that miss their class. In addition he mentioned the fact that the students are much less likely to miss or skip classes due to the fact that the cost of the classes is covered by the sponsor.

Mr.Shmelzer drew reference to the maintenance with regard to the repair, electrical and wiring components of the occupation. He asked Mr.MacClarion if the individuals would require a Electrical Apprentice License.

Mr. MacLarion addressed Mr. Shmelzer’s question

A motion to approve the Standards of Apprenticeship was made by Mr.Shmelzer, seconded by Ms. Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

2. West Virginia Appalachians Laborers Joint Apprenticeship and Training Council *(Jennifer Runkles)* - Occupation of Construction Craft Laborer. Related Instruction to be provided by the sponsor in-house. Request for registration of an Affirmative Action Plan. (Item 3)

Ms.Jennifer Runkles addressed the chairman, Council and guests and announced she was joined by Eric King, an Apprenticeship Coordinator from the West Virginia Appalachian Laborers Joint Apprenticeship & Training Committee. Ms.Runkles mentioned that the program is already approved and participating in Registered Apprenticeship Programs in West Virginia and Virginia and they are currently in the process of trying to launch another program in North Carolina. She stated that the program has a training center located in Cumberland, Maryland in addition to a training facility in Mineral Wells, WV. Ms.Runkles went on to provide some additional information about the program, stating that the Related Instruction will be provided in houses and requires 200 hours per year with 4000 On-the-job training hours. She said the ratio of the program is 1:1 and the Apprentices will bear no costs as the sponsor will cover all program expenses, however, the program does require reliable transportation and a driver’s license. Ms. Runkles requested the approval of registration of the Standards of Apprenticeship for the occupation of Construction Craft Laborer as a time-based program and offered to answer any questions from the council.

Mr. Shmelzer asked for more clarification regarding the demerit system as it is not something that is typically embedded in Apprenticeship programs across the state.

Mr .Wilford asked what kind of penalties are incurred for the demerits. The Sponsor provided information to address the question.

Mr.King responded to Mr.Shmelzer saying that if an individual receives 25 demerits they are put on probation and after 50 demerits they are removed from the program. Mr.King went on to elaborate on how and why an individual would receive a demerit (tardiness, termination from a job, not meeting expectations etc. - excluding test failures).

Mr. Shmelzer articulated his concern about the occupation of Solar Panel Installer.

Mr. MacLarion clarified that Construction Craft Laborer occupations cover the erection of solar before they touch an electrical component. He went on to say that if an individual is not a licensed journey worker or electrician they cannot perform any of the work on an electrical component for a solar project. Therefore, the apprentices can receive the Related Instruction and learn about solar panel installation but cannot perform any work until they are licensed.

Ms. Durant expressed her concern about the drivers license requirement for the program. She asked if they are requiring a valid driver’s license in addition to having reliable transportation and why that is a necessary requirement.

 Ms. Runkles confirmed that both reliable transportation and a valid driver's license are requirements for the program.

Ms. Durant requested that the drivers license requirement be struck from the standards and Ms. Runkles agreed to make the changes.

Mr. Shmelzer brought up the issue of an Apprentice potentially withdrawing from the program incurring the costs associated with it. Mr. Shmelzer requested that the sponsor elaborate on the withdrawal process. He also commented on the fact that the apprentice might not be at fault regarding their withdrawal from the program as there just may not be enough work to go around, and as a result, find work elsewhere. Mr. Shmelzer asked the sponsor if, in this scenario, the Apprentice would incur the cost of the program upon withdrawal and asked them to walk through the withdrawal process.

The sponsor provided information to include they had never actually charged an apprentice and could remove this language.

Mr.Shmelzer expressed that his biggest concern is a scenario where an Apprentice has another opportunity (not necessarily with a signatory contractor) and they go to a merit shop contractor and then have to pay the programming funds back despite it not being their fault

The sponsor provided information to include they had never actually charged an apprentice and could remove this language.

Mr.Shmelzer thanked the sponsor for including all of the dates in the documentation, however, he also recognized that the dates will change from year to year and suggested replacing the dates with numbers (such as less than 1 or less than 2) and resubmitting so that they don't have to resubmit it every year.

A motion to approve the Standards of Apprenticeship with the agreed changes of removing the drivers license requirement was made by Mr.Wilford, seconded by Ms. Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**3.** Olive Consulting *(Roslyn Edson)* - Occupation of Software Engineer. . Related Instruction to be provided by the sponsor in-house. Request for registration of an Affirmative Action Plan. (Item 4)

Ms.Rosyln Edson addressed the chairman, Council members, staff and guests and shared that she has come before the Council to request the approval and registration of the Standards of Apprenticeship and the affirmative action plan for Olive Consulting for the occupation of Software Engineer. Ms.Edson stated that she was joined by Ms.Elizabeth Leonard, the CEO and Founder of Olive Consulting, a small technology company founded in 2018 and headquartered in Olney, MD, that specializes in IT Modernization, Data Engineering, Cloud Migration, Cybersecurity, and Capacity Building.

Ms.Edson began by pointing out that the 2000 Form in the documentation provided contains a typo. Ms.Edson acknowledged that the document states that the program is competency based which is inaccurate and apologized to the Council. She went on to clarify that the program for the occupation of Software Engineer is an individual non-joint, time-based program with a Journeyworker rate of $25 and Apprentices starting at 60% of the journeyworker rate ($15). Ms.Edson shared that the program includes 4000 hours of on-the-job training that will be administered in-person in Rockville, MD and noted that apprenticeship positions are fully in-person and Apprentices cannot work from home, though, journeyworkers or developers may work remotely. She went on to say that Olive Consulting uses the Microsoft Teams application for meetings and training and that the journeyworkers will have regular meetings with the Apprentices to train them and assign them individual tasks through a tool called Jira that allows them to track the Apprentice’s progress in real time.

Ms.Edson said that the program requires a total of 360 hours of Related Instruction over the course of two years (180 hrs/yr) and that the training is administered both in-person and online for 3 hours per day Monday through Friday for 12 straight weeks. She also noted that the sponsor will provide training, however, the Apprentice will bear the cost for their own books and labs.

Ms. Minah Woo asked Ms.Edson to clarify that the sponsor, Olive consulting, is providing their own Related Instruction.

Ms.Edson confirmed that Olive Consulting is providing Related Instruction.

Ms.Woo asked what curriculum is being used for the Related Instruction?

The sponsor responded that it was an assortment of curriculum and in-house instruction.

Ms.Woo asked if the students will receive certificates during the Related Instruction.

Ms.Leonard confirmed that students will receive certifications.

Ms.Anderson requested that the sponsor lists the curriculum and the certifications that the students will receive through the Related Instruction.

Mr. Harry Preston asked the sponsor if the Apprentices pay for their own exams along with their own books.

Ms. Leonard said that the sponsor covers the cost of exams.

Mr.Shmelzer expressed his concern about the program's requirement of participant access to the internet. He elaborated to say that there is a difference between just having access to the internet and being able to use a device to access the internet for Related Instruction purposes. He said that almost everyone has access to the internet now-a-days through their smartphones but that doesn't necessarily mean that someone has the ability to receive Related Instruction as a phone isn’t the ideal way to participate in Related Instruction.

Mr.Shmelzer suggested that the sponsor consider developing a way to confirm and validate that participants in the program can't just have internet access, but also have a device other than a smartphone to use to access the internet for Related Instruction.

The sponsor, Ms. Leonard said that individuals can learn on the phone, however, they really need a computer to be able to code. She did say, however, that individuals who do not have access to the internet or a computer to complete the Related Instruction can use a device at the office located in Rockville.

Mr. Shmelzer also requested some further elaboration on how Journeyworker provides oversight and instruction remotely while the Apprentices are working in-person and how this system works.

Ms. Leonard replied by saying that it is not uncommon to receive supervision and instruction remotely in the software developing industry. She stated that the Journeyworkers are individuals that Olive Consulting has been working with for a while and they are confident in their skills and ability to teach them. She expressed that it is cheaper for the business to provide the Related Instruction online instead of relocating employees and that this system works well thanks to Jira, an application that allows the Journeyworkers to assign an apprentice's task and track their progress.

Mr. Shmelzer asked if Olive Consultings employees are W-2 employees or if they are contractual.

Ms. Leonard stated that there is a mix of both W-2 and contractual employees.

A motion to table the Standards of Apprenticeship and the affirmative action plan for Olive Consulting for the occupation of Software Engineer was made by Mr.Shmelzer, seconded by Ms. Durant and tabled until the staff deems appropriate (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

4. Elocin Global Logistics *(Faith Ramsburg) -* Occupations of Truck Driver (Heavy) and Truck Driver {Light - including Delivery and Route Worker). Related Instruction to be provided by the sponsor in-house. Request for registration of an Affirmative Action Plan. (item 5)

 Ms.Faith Ramsburg said that she was joined by Ms. Nicole Francis, Executive Director & CEO; Ms.Valecia Warnock King, Compliance & Budget Management; Ms.Khayla Dorsey, with Program Management and Ms.Ebonee Nelson, the Director of Workforce Development & Programs with Elocin Global Logistics and they are respectfully requesting the approval of the occupations of Truck Driver Heavy and Truck Driver Light with Elocin Global Logistics.

 Ms.Ramsburg provided some background on the program stating that in 2018 CEO and Founder, Nicole Francis, designed a training model to assist individuals in obtaining their Commercial Drivers’ Class A & B licenses (CDL) and opened Elocin in 2021. Ms.Ramsburg said that Elocin is now a leading provider of compliance solutions, training products and services in the transportation industry. She said that Elocin has supported over 600 individuals in obtaining their Class A & B CDL and is an approved training provider on the US Dept. of Transportation FMCSA (Federal Motor Carrier Safety Administration) listing.

Ms.Ramsubrg went on to say that this program is just over a year and 4 months in length, with 2660 hours of On-the-Job Training. She said that the Related instruction will be provided in house utilizing the J. J. Keller Entry-Level Driver Training curriculum and will take place full time, during the first six (6) weeks of employment; (she noted that three instructor resumes were included in the provided documentation for reference). She also stated that Apprentices will be hired directly by Elocin and paid for the Related Instruction time, therefore, the Apprentices will bear no cost for this program. Finally Ms.Ramburg said that there will be a 1 :1 ratio and the journeyworker rate is $28.00. In closing she took the time to thank the Mayor's Office of Employment Development (MOED) for connecting the employer with the department. She also thanked the Council for its time and expressed her willingness to answer any questions.

Mr.Wilford asked Ms.Ramsburg and the sponsor if the Class C Driver’s license is a condition of graduation.

The sponsor stated that the participants come into the program with a Class C Driver’s license in good standing and then they obtain CDL through the course of the program.

Mr.Wilford asked the sponsor to confirm that the training is provided at the cost of Elocin.

The sponsor confirmed that they are covering the cost of training.

A motion to approve the Standards of Apprenticeship and registration of an Affirmative Action Plan was made by Ms.Anderson, seconded by Mr. Shmelzer and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

5. Chesapeake Optical Lab/Essilor luxottica *(Faith. Ramsburg)* - Occupation of Precision - Lens Grinder. Related Instruction to be provided by the sponsor in-house. Request for registration of an Affirmative Action Plan. (Item 6)

 Ms. Ramsburg said that she was joined by Ms.Michelle Barna, Master Trainer, and Mr.Maurice Fox, Quality Manager with Chesapeake Optical and is seeking approval of the occupations of Precision-lens Grinder.

 Ms.Ramsburg provided some background information on the sponsor and the program for the Council. She said that the Precision-lens Grinder is a four (4) year occupation; with the comprehensive Related Instruction being provided in house and the Apprentices being paid for their class time (Ms.Ramsburg noted that the resumes of the 13 trainers are attached for review in the provided documentation). She went on to say that the provided Related Instruction further prepares Apprentices for the ABO (American Board of Opticianry) certification, a nationally recognized standard for certifying an optician's qualifications. Ms.Ramsburg informed the Council that this certification is not required in the state of Maryland, however, Apprentices can choose to pursue this credential at their discretion and if they opt to do so Chesapeake Optical Lab will reimburse them for the cost of the exam.

 As far as the program goes, Ms. Ramsburg stated that there will be a 1:1 ratio for Apprentices to journeyworkers and Apprentices will bear no cost for the program. She also mentioned that the current journeyworker rate is $26.82 and the progressive wage scale reflects annual increases.

Ms.Ramsburg shared that make-up classes are scheduled for the following week and absences are addressed in accordance with the company’s attendance policy.

Finally, Ms.Ramsburg informed everyone that Chesapeake Optical is a member of the UFCW Local 27 and a waiver letter has been included in these Standards as well as an Affirmative Action Plan.

She closed by respectfully requesting Council approval of the occupations of Precision-lens Grinder with Chesapeake Optical.

Ms.Durant said that in looking at the provided documentation, under the rating system, previous related work experience is required. She asked the sponsor and Ms.Ramsburg why previous related work experience is required to enter the training program and what kind of experience they are looking for.

Ms.Ramsburg answered Ms.Durant’s question in saying that participants with previous related work experience will receive additional points, however, the experience is not required to enter the program.

Ms.Anderson asked whether there was a typo under Appendix B in the provided documentation. She noted that under Appendix B it reads

*“\*classes are held per apprenticeship year, they are not mixed with multiple years; classes rotate throughout the years -year 1 & 2 attending 24 weeks per year; year 2 attending 29 weeks and year 4 attending 36 weeks.”*

Ms.Anderson asked Mr.Ramsburg and the sponsor if it was supposed to say “*year 3 attending 29 weeks..”* instead of saying *“year 2”* again.

Ms.Ramsburg acknowledged that typo and announced that she will make that correction.

A motion to approve the Standards of Apprenticeship and registration of an Affirmative Action Plan was made by Mr.Wilford, seconded by Ms.Woo and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

 **B. PROGRAM REVISIONS:**

1. Associated Builders and Contractors, Baltimore Metro *(Faith Ramsburg)*- Request for registration of updated Standards of Apprenticeship to add additional Related Instruction location. (Item 7)

Ms. Ramsburg said that she was joined by Mr.Chris Hadfield, Vice President, Workforce Development with ABC, Baltimore and requested a modification of Standards for the occupation of Plumber.

Ms.Ramsburg provided some background information for the Council stating that Associated Builders and Contractors, Baltimore Metro (ABC) was originally approved in 1968, and is currently approved for 21 occupations (6 of which are presently active) with over 600 Registered Apprentices.

She said that ABC, in collaboration with Harford Community College (HCC), is requesting for an additional Related Instruction site to be added for the occupation of Plumber at HCC in Bel Air to accommodate their continual growth.

Furthermore, Ms.Ramsburg stated that in addition to meeting their current needs for expansion with Registered Apprenticeship, – this collaboration will further play a key role in the pathway for Harford County Public School’s growing youth program, Apprenticeship Maryland Program (AMP) by creating a local pathway for this occupation.

In closing, she respectfully requested the approval of the modification of Standards, with the additional Related Instruction site being added with Harford Community College.

A motion to approve the Standards of Apprenticeship and registration of an Affirmative Action Plan was made by Ms.Anderson, seconded by Ms.Durant, Ms.Butt abstained and all other Council members in attendance voted yea (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Baltimore Electrical Joint Apprenticeship Training Committee, Local 24*(Faith Ramsburg)* - Request for registration of updated Standards of Apprenticeship and Affirmative Action plan for two occupations - Electrician (Inside Wireman) and Telecommunication Installer Technician. (Item 8)

* 1. This item was tabled during the Director’s Report.
1. Operating Engineers Local 37 *(Faith Ramsburg)* - Request for registration of updated Standards of Apprenticeship for an update to the wage progression. (Item 9)

Ms. Ramsburg said that she was joined by Mr.Mike Funk, Training Director of the Baltimore Operating Engineers, Local #37 JATC and is requesting a modification of Standards for their progressive wage scale.

Ms.Ramsburg provided some background on the sponsor and the program saying that the Baltimore Operating Engineers, Local #37 JATC was originally approved in 1966 and currently has 59 Registered Apprentices. She went on to say that this request for modification reflects an increase in the percentage of pay by 5% for all occupations covered under Collective Bargaining Agreements (CBA) ratified as of April 1, 2023. Ms.Ramsburg said that Apprentices covered under previous CBA’s will remain under the previous (existing) progressive wage until new CBA’s are ratified expected to occur over the next nine (9) months.

Ms.Ramsburg added that the JATC has updated the Journeyworker rate for both highway & building operating engineers to $32.20 (she also pointed out that it’s important to know that all Apprentices work under the highway agreement).

Finally, Ms.Ramsburg acknowledged a typo on the 2000 report (the listing of 32.5) that has since been corrected, thanked the Council for their time, and expressed her willingness to answer any questions.

A motion to approve the registration of updated Standards of Apprenticeship for an update to the wage progression was made by Mr.Shmelzer, seconded by Mr.Wilford and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Hudak *(Faith Ramsburg)* - Request for registration of updated Standards of Apprenticeship for an update to the wage progression. (Item 10)

Ms.Ramsburg said that she was joined by Ms.Cyndi Ryan, Manager of Administration & Human Resources at Hudak Insulation and Gerald Cox, General Manager of Hudak Insulation to request to modify the Standards for their progressive wage scale.

Ms.Ramsburg provided some brief background on the sponsor as well as the program and stated that Hudak was originally approved in 2007 for the occupation of Insulation Worker. She stated that they are requesting to streamline the progressive wage scale from increases every 1000 hours to annual increases; along with an increase in the Journeyworker rate from $25.00 per hour plus fringe to $31.20 per hour plus fringe benefits.

Ms.Ramsburg drew attention to the fact that some language was accidentally omitted in the past but has since been corrected to include the mention of fringe benefits. Finally Ms.Ramsburg said that current Apprentices will not be impacted by this change and will receive their final progressive wages as outlined in their Apprenticeship agreement. She said that it is also worth noting that many Apprentices typically earn more than the progressive wage scale reflects. In closing she requested the Council’s approval of the modification of Standards for Hudak Insulation.

A motion to approve the modification of Standards for an update to the wage progression was made by Ms.Anderson, seconded by Ms.Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

Chairman Cavey called for a five-minute comfort break before Item 11 was heard.

1. Smart100 - Baltimore (*Ginamarie Best)* - Request for registration· of updated Standards of Apprenticeship to add a Related Instruction location. (Item 11)

Ms.Ginamarie Best said that she was joined by John Dumler, Training Director at SMART Local 100 and requested the registration of an update to add the location of the Related Instruction to the Standards of Apprenticeship for Baltimore Sheet Metal workers JATC. She said that the location of the Related Instruction has already been approved by the Council and that classes are being provided on a daytime schedule to ensure minimal impact to the Apprentices. Ms.Best went on to say that all detailed information regarding the requested update is included in the packet before the Council and that she would be happy to answer any questions

Ms.Durant said that she appreciates that the training is offered during the day and asked if they are getting paid for their time (8hr/day).

Ms.Best replied saying that they are not paid for their time in classes

Chairman Cavey added that though the Apprentices aren’t directly paid for their time in classes, they have negotiated pay for missing time on the job, therefore, they are still being compensated for their time in classes.

A motion to approve the update to the Standards of Apprenticeship for Baltimore Sheet Metal workers JATC was made by Mr.Shmelzer, seconded by Mr.Wilford and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Dr. Masica Jordan, LLC *(Ginamarie Best)* - Request for the registration of updated Standards of Apprenticeship to add a new occupation - Cybersecurity Support Technician. (item 12)

Ms.Ginamarie Best said that she was joined by Dr. Masica Jordan and Ms.Stephanie Strianse from Dr.Masica Jordan, LLC to request the approval of an update to the existing Standards of Apprenticeship to add the occupation of Cyber Security Technician.

Ms.Best went on to provide the Council with some background information surrounding the program and the requested update saying that it is a one year time-based program with 2000 On-the-job training hours and 244 hours of Related Instruction provided by the sponsor at their location Monday through Friday for 4-8 hrs (with some Saturday classes available as needed). She said that the program has a one to one ratio of Apprentices to Journeyworkers, with no cost to the Apprentice and an average Journeyworker’s rate of $32.38 per hour.

Additionally, Ms.Best said staff has participating employer agreements ready to process upon approval. She also mentioned that the sponsor already has two other registered occupations with Apprentices, one of which was registered/approved at the last meeting. Ms.Best shared that they are in the process of building separate committees for each of their occupations that will meet bi-weekly, which they anticipate being achieved in the next 3-4 weeks.

Ms.Durant pointed out that on the cover page, under number 24 it lists “Certified Peer Recovery Specialist” twice and doesn't list the “Cybersecurity Support Technician” position at all. She asked if this was an oversight.

Ms.Best responded by confirming that it is in fact an oversight and apologized as the top line should be replaced with “Cybersecurity Support Technician” instead of “Certified Peer Recovery Specialist”being listed twice.

Ms.Durant asked if Ms.Best or the sponsor could elaborate more on how Apexx Adams Transportation, LLC, transportation company, will be providing Related Instruction for a Cybersecurity Support Technician.

The sponsor, explained by saying that Apexx Adams Transportation’s full name is “*Apexx Adams Transportation and Clean Energy Solutions”* which includes the industry of cybersecurity.

Ms.Durant asked what curriculum they are using for training.

The sponsor replied that there is a series of 8 courses and the training will be delivered by cybersecurity experts at google. She listed some examples of courses they would take such as Basic Computer Use for IT Generalists, IT Service Management (ITSM), and EV Charging Station and Clean Energy Cybersecurity.

Ms.Woo asked the sponsor to speak to the certifications students will receive during training.

The sponsor replied saying that all of the certifications are listed in the provided documentation but that the two main certifications are the Google Cybersecurity Certificate which serves as preparation for the CompTIA Security+ exam, the leading industry certification for cybersecurity roles.

Mr.Shmelzer asked about the timeline for establishing the separate committees for each occupation?

The sponsor said that they are in the process of establishing the committee and are just about done. She said that she expects the committee to be fully established within the next 2-3 weeks.

Mr.Shmelzer asked how often the committee is meeting on current occupations.

The sponsor said the committee meets bi-weekly.

Mr.Shmelzer asked if students are paid while they are in training.

The sponsor responded saying that the students are getting paid whenever they are on the clock, which includes class time.

Ms.Durant pointed out that in the provided documentation, on the Employer Acceptance Agreement Supplemental Form, it lists the occupation as IT Generalist, she asked if this is a typo and if it should say Cybersecurity instead.

The sponsor acknowledged this as a typo and said that it should say Cybersecurity Support Technician instead.

A motion to approve an update to the existing Standards of Apprenticeship for Dr. Masica Jordan, LLC to add the occupation of Cyber Security Technician was made by Mr.Shmelzer, seconded by Ms.Woo and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. WANADA *(Ginamarie Best)* - Request for registration of updated Standards of Apprenticeship to revise related instruction and the on-the-job work processes and to add School-To-Apprenticeship (STA)language (item 13)

Ms.Ginamarie Best said that she was joined by Mr.John Hemberger, Director of Education at Washington Area New Automobile Dealers Association (WANADA) Automotive Dealer Education Institute (ADEI) to request an update to WANADA’s existing Standards of Apprenticeship. Ms.Best said that this update would add the STA language with a hiring age of 16. She said that the sponsor would also like to remove year 3 of Related Instruction as the original Standards of Apprenticeship included the option to make this a 2 year Apprenticeship.

Ms.Best went on to provide some background on the sponsor saying that there are several programs for auto service technicians that range from a l-year (2000 hours) to a 4-year (8000 hours) program depending on the type of technician such as basic service tech, diesel tech etc. Finally, Ms.Best said WANADA is an Apprenticeship program for a basic automotive service technician and that they plan on offering classes for the Electrical vehicles in the near future, however, that training will be optional and for the participating employer to decide. She concluded by thanking the Council and offering to answer any questions.

Ms.Durant asked Ms.Best to confirm that they are requesting to add a hiring age of 26 to the Standards of Apprenticeship and asked if the previous hiring age was 18.

Ms.Best confirmed that the hiring age was 18 and that the sponsor is requesting to change it to 16 because they have employers participating in the Apprenticeship Maryland Program (AMP).

A motion to approve an update of WANADA's existing Standards of Apprenticeship was made by Mr.Shmelzer, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Ironworkers Local 568 JATC *(Jennifer Runkles)* - Request for registration of updated Standards of Apprenticeship and Affirmative Action Plan. (Item 14)

Ms.Runkles addressed the Council and said she was joined by Mr.Eric Hughes, Apprenticeship Coordinator from the International Association of Bridge, Structural, Ornamental & Reinforcing Iron Workers, Local # 568 JATC located in Cumberland,Maryland to request the approval of revisions of the Standards of Apprenticeship for the occupation of Ironworker since the program is shifting from a 8000 hr time-based program to a hybrid program.

Ms.Runkles provided some background on the sponsor and the program stating that the Related Instruction provider will be the JATC and In-House Program with a total of 646 hrs (meeting the 144 hours per year minimum). Ms.Runkles pointed the Council to a more specific breakdown in the packet provided. The On-the-Job training hours range from 5,600hrs to 8,000hr with a Journeyworker rate of $ 29.90/per hr. for Zone 2 and $30.51/per hr. for Zone 1 (a longer distance). Ms.Runkles went on to say that the ratio for the program is one Apprentice to every three Journeyworkers and that the sponsor will cover all program costs for the Apprentices.

Mr.Shmelzer asked if the pay is based upon where the project is located or where the Apprentice lives.

Ms.Runkles and Mr.Hughs responded clarifying that it is based upon the work site location.

Mr.Shmelzer asked Mr.MacLarion his thoughts.

Mr.MacLarion said that it is not uncommon to see two different rates of pay in scenarios where Apprentices are traveling long distances and it is perfectly acceptable.

Mr.Shmelzer requested that the sponsor provide the Council with a list of additional counties that fall into the same pay rate along with Allegany and Garret County in Zone 2.

A motion to approve revisions of the Standards of Apprenticeship for the occupation of Ironworker pending the clarification of Zone 2 was made by Mr.Shemlzer, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Association of International Certified Professional Accountants (AICPA)*(Faith Ramsburg)* - Request for registration of updated Standards of Apprenticeship for update to add an Affirmative Action Plan and School-to-Apprenticeship clause. (Item 15)

Ms.Faith Ramsburg said that she was joined by Ms.Joanne Fiore, Vice-President, Pipeline and Apprenticeships, CGMA Americas and Matt McKenny President & Ceo Institute For American Apprenticeships (IAA) Vermont HITEC, Inc. with Association of International Certified Professional Accountants (AICPA). Ms.Ramsburg stated that they are requesting a modification of Standards and the addition of both an Affirmative Action Plan and a School to Apprenticeship Clause (STA).

Ms.Ramsburg provided some background on the sponsor and the program asserting that the AICPA was approved by this Council in July of 2022 for the occupation of Financial Business Partner. She went on to say that since their approval, they have created a marketing campaign to bring awareness to their Registered Apprenticeship Program. She said that they were recognized by the U.S. Department of Labor (USDOL) for being one of three of the most innovative occupations in 2022, appearing on stage during National Apprenticeship Week last November in Chicago at AON’s World Headquarters. Ms.Ramsburg also added that while they were on stage they were featured by USDOL Secretary, Marty Walsh, along with First Lady, Jill Biden and their first three national employers – AON, HP, and Liberty Bank.

Ms.Ramsburg informed the Council that upon approval today, AICPA is prepared to submit the completed Employer Agreement for Marriott Corporation, in addition to over 60 Apprenticeship Agreements and an additional 8 employer agreements from companies such as CareFirst, Stanley and Black & Decker (with 6 more in the pipeline). Ms.Ramsburg also added that AICPA is working very closely with several of the public-school systems to advance youth Apprenticeship to create a pathway in the field of accounting. In closing she thanked the Council for their consideration and welcomed any questions.

A motion to approve modifications to the Standards of Apprenticeship and the addition of both an Affirmative Action Plan and a School to Apprenticeship Clause (STA) was made by Ms.Durant, seconded by Ms.Woo and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Howard Community College (Sheila Jackson) - Request for registration of updated Standards of Apprenticeship to Change the age requirement for the occupation of Information Technician Field Support Specialist. (item 16)

Ms.Shiela Jackson began by addressing the Council and thanking them for their time. She said she was joined by Mr.Jim Rzepkowski and Mr. Jeff Richmond from Howard Community College to request the approval of updated Standards of Apprenticeship to change the age requirement for the occupation of Information Technician Field Support Specialist.

Ms.Jackson shared that on July 31, 2023 the Maryland Apprenticeship and Training Program (MATP), received written communication from Howard Community College (HCC), requesting a revision of standards, as it pertains to their Information Technology Field Support Specialist occupation.

Ms.Jackson went on to say that the request involves modifying the previous minimum age requirement from 18 to 16 years; resulting from Howard County Public School System joining as an employer partner. She explained that, as a result, the Howard County Public School System is asking that the minimum age be reduced for those who would be participating in a School to Apprenticeship while in high school. Ms.Jackson also asserted that Apprentices who participate in School to Apprenticeship will receive 100% of their related instruction from Howard Community College.

In closing Ms.Jackson thanked the Council for this consideration and welcomed any questions.

Mr. Shmelzer suggested to Ms.Jackson to update the ‘remarks’ portion of the Standards Report Form.

Ms. Jackson said that she would update the ‘remarks’ section.

A motion to approve modifications to the Standards of Apprenticeship to change the age requirement for the occupation of Information Technician Field Support Specialist was made by Mr. Wilford, seconded by Ms. Durant, Ms. Woo abstained and all other Council members in attendance voted yea (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**C. PROGRAM REVIEWS [Five (5) or More Apprentices]:**

**1.** Howard County government JATC (*Christopher McClarion*). (Item 17)

Mr.MacClarion addressed the chairman, Council members, staff and guests and thanked them for their time. Mr.MacLarion compliance review for the Howard County Government Joint Apprenticeship Committee (JATC). He said that about a month ago we hosted a peer exchange for the U.S. Department of Labor’s (USDOL) Office of Apprenticeship we are approaching the time to review the Howard County Government program and Mr.MacLarion said he asked them for the courtesy to bring a representative from USDOL Office of Apprenticeship with him during the review to observe how a compliance review is conducted in Maryland. He said that the Howard County Government program was extremely well organized and prepared and had all of the documentation available (Related Instruction records,pay records, on-the-job training records etc.). Mr.MacLarion shared a couple takeaways from the review: He said the first takeaway is that County Governments are being very rigid about ensuring their Apprentices have their licenses for HVAC, Electrical and Plumbing. The second take away that Mr.MacLarion mentioned was that it tends to take Apprentices in Government Joint Apprenticeship programs longer than 4 years to complete due to the vacation time they receive. Mr.MacLarion assured the Council that the sponsor provided records supporting both of these trends.

Mr.MacLarion then pointed out the diversity rate, asserting that they have minority Apprentices at 60% and female Apprentices are still at 0% indicating that outreach needs to be improved. He did acknowledge, however, that since their last review, they haven't hired any Apprentices so there hasn't been an opportunity for them to increase diversity in those categories.

Mr.MacLarion added that despite not having registered any apprentices during this time, they still participate in career fairs, job fairs, and other events that the Department of Labor and other partners host. In closing, he thanked the Council for their consideration and offered to answer any questions.

A motion to approve modifications to the Standards of Apprenticeship to change the age requirement for the occupation of Information Technician Field Support Specialist was made by Mr.Shmelzer, seconded by Ms.Woo abstained and unanimously approved.(Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

 **D. 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. Dixon Valve *(Christopher Maclarion)*. (Item 18)
2. Better Business Bureau *(Chris MacLarion for Coral Crawford)*. (Item 19)
3. Berry Plastics Global *(Chris MacLarion for Coral Crawford)*. (Item 20)
4. JF Sobieski (Chris MacLarion for *Coral Crawford)*. (Item 21)
5. Securita Technology Corporation *(Faith Ramsburg)*. (Item 22)

Chairman Cavey said no Council action was required for Items 18-22.

 **E. PROVISIONAL REVIEWS:**

1. Chaney *(Jane Sinclair)*. (Item 23)

Ms.Jane Sinclair addressed the chairman, Council members, staff and guests and thanked them for their time. Ms.Sinclair stated that she will present the Provisional Review of the Chaney Enterprises Registered Apprenticeship Program.

She reminded the Council that the Standards of Apprenticeship for Chaney Enterprises were approved and registered by the MATC on January 11, 2022 and that the sponsor is approved for the sole occupation of Concrete Driver, Professional.

Ms.Sinclair went on to explain that this is a time-based program with 2000 hrs. of on-the-job training and 320 hours of Related Instruction. She said that the Related Instruction is delivered in-house through the sponsor at Chaney Enterprises in Gambrills and that the average journeyworker rate for this occupation remains $21.50.

Ms.Sinclair asserted that Chaney Enterprises has an Approved Affirmative Action plan (AAP) and utilizes the selection procedures during the hiring process. Additionally, she said that Chaney Enterprises has registered a total of sixty five Apprentices in six discrete cohorts. Ms.Sinclair said that currently there are 36 active Apprentices and 32 of them identify as minority (88%), and 3 are female (8%), and 2 of the female Apprentices identify as minority.

Ms.Sinclair pointed out that currently, the number of minority Apprentices meets/exceeds projections of the AAP with 88% of active Apprentices identifying as minority. She continued on saying, of the active Apprentices, there are three females registered and two of them identify as minorities. Ms.Sinclair said though females only make up 8% and this does not meet the 49th percentile employment rate, these recruitment numbers are still notable for the first year of the program in a largely male dominated occupation.

Ms. Sinclair noted for the Council that Chaney Enterprises utilizes multiple methods of outreach including the American Job Center network in Anne Arundel County and Southern Maryland. She said they also actively engage with the Anne Arundel Workforce Development Corporation (AAWDC) and the Tri County Council and they routinely participate in job fairs and outreach events. She also mentioned that Apprentice applications are also accepted and encouraged from incumbent employees.

Ms. Sinclair said that Chaney Enterprises was registered in January of 2022 and has run several cohorts since that time. She said that two Cohorts have completed their training (completion rate included in the review).

Ms. Sinclair then went into the data collected from the two 2022 Chaney Enterprises Cohorts.

Ms. Sinclair said that the first cohort took place in May 2022. She said they had 8 Apprentices registered, 2 canceled during the probation period, 4 canceled out of the probation period and two Apprentices completed the program for a completion rate of 33%.

Ms. Sinclair said that for the second cohort, which took place in March 2022, 7 Apprentices were registered, 2 were canceled in probation period, 3 canceled outside of the probation period and 2 completed with an overall completion rate of 40%.

Ms. Sinclair added that the sponsor is organized with meticulous recordkeeping. She said that each Apprentice file had detailed information about OJT and RI as well as agreements, pay information, and attendance records.

Ms. Sinclair also informed the Council that during the review process, Chaney Enterprises supplied documentation that the program operates within the approved ratio of 1:1.

Ms. Sinclair then shared a summary and staff Recommendations with the Council.

Ms. Sinclair began by noting that Chaney Enterprises completed their provisional review with one area of deficiency, this was the number of female Apprentices. She said that they currently have three female Apprentices and two of which are minorities. With only 8% of the Apprentices identifying as female, she said that they do not meet the 49% goal for female participation in the workforce. However, she assured the Council that Chaney enterprises is determined to increase this number and plans to use current Journeyworkers and Apprentices for targeted outreach.

Ms. Sinclair went on to say that Chaney Enterprises has a well run and organized program, that they retain all documents as required and provide necessary documentation when requested. She did say that there was initially a backlog of Apprentices that needed to be canceled and or completed to bring the paperwork up to date but that issue has since been remedied and paperwork is submitted in a timely fashion.

Ms. Sinclair said that Chaney Enterprises has a large presence in Southern Maryland and throughout the state and that they provide many additional supportive services to their Apprentices including provision of a hotel during the Related Instruction portions of the Apprenticeship for individuals where transportation is a barrier.

Ms.Sinclair concluded by stating that the Maryland Apprenticeship staff provided information about available incentives through the Maryland Department of Labor and encouraged Chaney Enterprises to utilize the Maryland Workforce Exchange (MWE) and the local American Job Center (AJC) to assist with Recruitment and outreach when needed. She said that staff also provided information about the Youth Apprenticeship Program and provided a connection to AAWDC and Tri County Council for Southern Maryland as well as additional assistance and information about hiring incentives.

Ms.Sinclair said that the staff recommends approval of the Provisional review

Mr.Wilford asked if the sponsor gave any indication as to why there was so much turnover.

Ms.Sinclair replied to Mr.Wilford saying that this occupation is not a basic CDL driver, being a Concrete Driver involves being held to higher standards. She said this may include meeting delivery times, maintaining a clean truck, and the job itself is very physically demanding, all of these things play a role in the turnover rate because many people that originally sign up for the Apprenticeship are not initially aware of all of the demands of the job.

Mr .MacLarion said that they have seen an unprecedented number of cancellations across programs in the past 12 months or so. He noted that this is why it is important to track cancellations by category and also why the probation period is in place.

A motion to approve this provisional review was made by Mr. Wilford, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. AUi, Inc. *(Chris MacLarion for Coral Crawford)*. (Item 24)

Mr.MacLarion said at the last meeting the Council asked if the provisional review for AUi, Inc. could be expedited and be conducted prior to the new Standards of Apprenticeship. He said that the review has since been conducted by Ms.Coral Crawford on August 10,2023 and their Standards of Apprenticeship will now appear at the November Council meeting. During the reviews, Mr.Maclarion said that the sponsor was well prepared and there were no deficiencies noted.

A motion to approve this provisional review was made by Mr. Shmelzer, seconded by Ms.Butt and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

 **F. VOLUNTARY CANCELLATION OF STANDARDS OF APPRENTICESHIP:**

1. Maryland State Bar Association, Inc. (MSBA) *(Ginamarie Best)* - Request for Voluntary Cancellation. (Item 25)
2. ITON *(Christopher MacLarion)* - Request for Voluntary Cancellation. (Item 26)
3. Thompson Auto *(Faith Ramsburg)* - Request for Voluntary Cancellation. (Item 27)
4. Wis ED LLC. *(Jane Sinclair*)- Request for Voluntary Cancellation. (Item 28)

A motion to approve these voluntary cancellations was made by Mr. Shmelzer, seconded by Mr. Wilford, and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**G. INVOLUNTARY CANCELLATION OF STANDARDS OF APPRENTICESHIP:**

1. John W. Tieder *(Chris MacLarion for Robert J. Zimberoff)* - Request for Involuntary Cancellation. (Item 29)

Mr.MacClarion addressed the chairman, Council members, staff and guests and thanked them for their time. John W. Tieder was an Apprenticeship program registered with the state in 1956. Mr.MacLarion said that they were planning on canceling their Standards of Apprenticeship before they went out of business and failed to do so. He said since then staff has spent 40-60 hrs trying to contact them to get the voluntary cancellations. He said that staff visited their locations numerous times, sent multiple emails and letters, and called a number of times with no success, up to this point staff has been unable to obtain the voluntary cancellations from John W. Tieder. For these reasons Mr. MacLarion requested approval for the involuntary cancellation of John W. Tieder.

A motion to approve this voluntary cancellation was made by Mr.Wilford, seconded by Ms.Woo, and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Amick Farms *(Chris MacLarion for Robert J. Zimberoff)* - Request. for Involuntary Cancellation. (Item 30)

Mr. MacLarion addressed the chairman, Council members, staff and guests and thanked them for their time. He remarked that this situation is similar to the previous situation he spoke to regarding John W. Tieder. He said that Amick farms has an active Apprenticeship program with one Apprentice in it, however, the sponsor has been unresponsive. Mr. MacLarion stated that he and his staff have attempted to reach out in various capacities by sending emails and letters(Mr.MacLarion noted that the emails contained read receipts which were shown as “read”), calling their office, leaving voicemails, and visiting the location all with no success. Similar to the previous situation, around 80-100 hrs of staff time have been devoted to attempting to contact them. Healso said that they have tried to contact Amick Farms to request an update on their program/ Apprentices and shared that the last update they provided indicated that their Apprentice didn't know that he was a registered Apprentice and that he is currently licensed and running the operations of the facility but never received any Related Instruction. Mr. MacLarion stated that he let them know that they are moving forward with the involuntary cancellation and tried to set up a meeting, he said that he has yet to hear back from them. Finally, Mr. MacLarion requested the Council’s approval for the involuntary cancellation of Amick Farms.

Mr. Shmelzer asked if there was any way that they could work with partners in Delaware to help resolve these issues.

Mr. MacLarion saying that it all comes down to the fact that the sponsor is unresponsive and connecting them with partners in Delaware isn’t going to resolve the issue of unresponsiveness.

A motion to approve this voluntary cancellation was made by Mr. Wilford, seconded by Ms. Anderson, and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**H. OTHER BUSINESS:**

1. Access to Wholistic and Productive Living, ILC - Request for registration of after-the-fact and completion for two Community Health Worker Apprentices (Ginamarie Best). (Item 31)

Ms.Best said that she was joined by Dr. Bettye Muwwakkil to request for registration of after-the-fact and completion for two Community Health Worker Apprentices.

She mentioned that staff has reviewed all necessary documents and verified that all necessary training and instruction has been completed and that all further details are included in the documentation provided.

A motion to approve the registration of after-the-fact and completion for two Community Health Worker Apprentices was made by Mr.Shmelzer, seconded by Ms.Woo, and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. International Union of Elevator Constructors, Local 7 - Request for registration of an Apprentice with over 50% credit for Related instruction and on-the-job training for the occupation of Elevator Constructor. (Faith Ramsburg) (Item 32)

Ms. Ramsburg said that she was joined by Mark Nutting,, Business Manager at IUEC Local 37 JATC, and Oden Cowan, the NEIEP Area Coordinator to request approval for the registration of an Apprentice who recently relocated from Colorado to Maryland and has over 50% credit for both On-the-Job Training and Related Instruction.

Ms. Ramsburg said that verification was provided and accepted for both OJT and RI and reflects 7,287 hours of On-the-Job training and 360 hours of Related Instruction.

Ms. Anderson asked if MATP Staff checked and verified the training that the Apprentices had already received.

Ms. Ramsburg confirmed that the training has been verified by the sponsor(s) as well as MATP and the Department of Labor. Additionally, Ms. Ramsburg shared that they have the same curriculum nationwide for their program.

A motion to approve the registration of an Apprentice with over 50% credit for related instruction and on-the-job training was made by Ms. Anderson, seconded by Ms. Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

Item 33 was moved to the beginning of the meeting.

**I. APPRENTICESHIP MARYLAND PROGRAM (Youth):**

1. Request for the approval of Review Publications to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Christopher Maclarion) (Item 34)
	1. Tabled
2. Request for the approval of Tidal Health Child Care Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Christopher MacLarion) (Item 35)

Ms.Durant made a motion to include items 35 to 58, excluding item 39, together in one vote; this motion was seconded by Mr.Preston and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

A motion to approve items 35 to 58, excluding item 39, was made by Mr.Shmelzer, seconded by Ms.Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

1. Request for the approval of Chesapeake Service Solutions to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Christopher MacLarion) (Item 36)

Ms.Durant pointed out in the documentation provided that the memorandum requesting approval lists the occupation as a “Publishing Apprentice” but the rest of the packet describes a “Cleaning Technician Apprenticeship”. She asked if this was a type and if it should say Cleaning Technician Apprenticeship instead of Publishing Apprentice.

Mr.MacLarion confirmed that there is an error and that it should list “Cleaning Technician Apprentice” as the occupation instead.

 *See item 35.*

1. Request for the approval of Mayor & Commissioners of the Town of Elkton to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg)(Item 37)

*See item 35.*

1. Request for the approval of Richard's Fish and Crabs to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg) (Item 38)

*See item 35.*

1. Request for the approval of EHS Maryland LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) (Faith Ramsburg) (Item 39)
	1. Tabled
2. Request for the approval of Chesapeake Marine, LLC dba M;ryland Boat Sales to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Faith Ramsburg)*. (Item 40)

*See item 35.*

1. Request for the approval of Great Wolf Lodge to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Faith Ramsburg)*. (Item 41)

Mr. Shmelzer expressed his concern regarding the related instruction in 9th and 10th grade

Mr. MacLarion said that under the new policy the Department sends the packet to MSDE. He said that Ms.Jennifer Griffin, from MSDE, flagged numbers 8-10. Typo wasn't changed in the packet

*See item 35.*

1. Request for the approval of Caton Communications Group to be an eligible employer for the Apprenticeship Maryland Program (Youth) (*Faith Ramsburg)*. (Item 42)

*See item 35.*

1. Request for the approval of Harford Air Services, LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) (*Faith Ramsburg)*. (Item 43)

*See item 35.*

1. Request for the approval of Timber Industries, LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Faith Ramsburg)*. (Item 44)

*See item 35.*

1. Request for the approval of Modha Management, Inc. dba Monkey in the Metal to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Faith Ramsburg).* (Item 45)

*See item 35.*

1. Request for the approval of Sandy Cove Ministries to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Faith Ramsburg).* (item 46)

*See item 35.*

1. Request for the approval of American Eagle to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jane Sinclair)*. (Item 47)

*See item 35.*

1. Request for the approval of HC Salon Holdings, Inc. to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jennifer Runkles)*. (Item 48)

*See item 35.*

1. Request for the approval of Morningside Inn to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jennifer Runkles)*. (Item 49)

*See item 35.*

1. Request for the approval of Human Performance Solutions, LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jennifer Runkles)*. (Item 50)

*See item 35.*

1. Request for the approval of Paradise Stables, LLC to be an eligible employer for the Apprenticeship Maryland Program (Youth) (*Jennifer Runkles)*. (Item 51)

*See item 35.*

1. Request for·the approval of Data Management Services at BRMI Corporations to be an eligible employer for the Apprenticeship Maryland Program (Youth). *(Jennifer Runkles).* (Item 52)

*See item 35.*

1. Request for the approval of Rusty Nuts Diesel to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jennifer Runkles)*. (Item 53)

*See item 35.*

1. Request for the approval of Thurmont Child tare, Inc to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Jennifer Runkles*). (Item 54)

*See item 35.*

1. Request for the approval of South Potomac Service Center to be an eligible employer for the Apprenticeship Maryland Program (Youth) (*Jennifer Runkles*). (Item 55)

*See item 35.*

1. Request for the approval of Boolean Girl Inc to be an eligible employer for the Apprenticeship Maryland Program (Youth) (*Roslyn Edson*). (Item 56)

Mr. Shmelzer asked the sponsor to confirm that the Youth Apprentices will teach coding and engineering to children in grades 3 to 8 and asked what kind of programming a 3rd grader would be taught.

Ms. Edson confirmed that Boolean Girl Inc will provide training to Youth Apprentices as well as provide lesson plans. The coding that the Youth Apprentices are teaching is very basic and is covered in the first week of the high school classes the Apprentice would take.

Mr. Shemlzer asked if there was going to be a “journeyman” on site with the Youth Apprentice while they are teaching.

Ms. Edson confirmed that a teacher will be present to provide guidance and instruction while the Youth Apprentices are teaching the students.

Ms. Durant asked if individuals enrolled in the Teacher Academy of Maryland (TAM) Program would be eligible to participate in this opportunity.

Mr. MacLarion responded that those individuals would still be eligible for the program, however, this program is designed to expand opportunities for non-CTE students.

 While on the topic of Youth Apprenticeship, Mr. Wilford asked Mr. MacLarion if the Youth Apprenticeship policy has been finalized and if not what the timeline is for that.

Mr. MacLarion said that the Youth Apprenticeship policy is finalized and posted on the Department’s website. He also shared that they are developing an FAQ page that should go out for final review on Monday or Tuesday of next week (September 25 or 26, 2023).

*See item 35.*

1. Request for the approval of Apple Ford to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Sheila Jackson*). (Item 57)

*See item 35.*

1. Request for the approval of Carroll County Public Schools to be an eligible employer for the Apprenticeship Maryland Program (Youth) *(Sheila Jackson)*. (Item 58)

*See item 35.*

1. Road Sprinkler Fitters Local Union 669 JATC Registration for over 50% credit requested for (1) Apprentice for the occupation of Sprinkler Fitter. Supporting documents to include On-the-Job Training (OJT) records and Apprenticeship Agreement has been thoroughly reviewed by MATP staff. (Sheila Jackson) (item 59)

Ms.Jackson said she was joined by Ms.Marie Thomas from Local 669 JATC. Ms. Jackson said on August 1, 2023 MATP received written communication from United Sprinkler Fitters Local Union 669 JATC to request registration approval for over 50% credit for the occupation of sprinkler fitter. She said the Apprentice, Michael Strong, previously obtained 6,473 OJT hours with Landmark Sprinkler, Inc and additional 1,117 OJT with Brewer and Company of West Virginia, Inc for a total of 7,590 OJT hrs during the period of October 2016 through December 2020. Ms. Jackson also said that supporting documentation was provided and reviewed by staff.

Ms.Anderson asked if they just reviewed the OJT credits or if they considered related instruction as well.

Mr. MacLarion acknowledged a typo and said that it should include both OJT and Related Instruction. He also confirmed that both the OJT and Related Instruction have been reviewed and verified.

A motion to approve the registration of an Apprentice with over 50% credit for the occupation of sprinkler fitter was made by Mr. Wilford, seconded by Ms. Durant and unanimously approved (Public Representative Shaunta Chapple, and Employee Representatives Norbert Klusmann and Terria Smalls were absent).

**VI. CLOSING COMMENTS**

Chairman Cavey made no closing remarks.

**VII. ADJOURNMENT**

Chairman Cavey entertained a motion to adjourn. Ms.Butt made the motion to adjourn, Ms.Woo seconded and the meeting adjourned at approximately 11:22 p.m.

Respectfully Submitted,

Christopher D. MacLarion

Secretary

Maryland Apprenticeship and Training Council