

MINUTES

Arkansas Apprenticeship Coordination Steering Committee

January 4, 2024

Meeting Commence

Chairman Kelley Sharp called the meeting to order at 12:33 CST and introduced the newly appointed committee members. The new members that were present gave a brief overview of their background.

Roll Call

Present

Heath Harris
Bill Roachell
Kelley Sharp
Mary Beth Hatch
David Stephens
Dr. Bill Allison

Dr. Zach Harber
Tracy Chambers
Dr. Cathy Riggins
Ed Carrington

Absent

Aaron Chastain

Guests in Attendance

Derrick Daniels – OSD
Stephanie Issacs – OSD
Donald Bellcock – OSD
Brandy Langford – Conway Plumbing
David Gray – OTC Electrical
Kimberly Moore – Associated Builders &
Contractors
Light Dudley – US DOL
Crystal Cornell – Little Rock Electrical JATC

Bryan Spradley – AR/OK Carpenters
Zach Smith – Streib Company
Dawn Smith – ACDS
Patricia Sanderson – Five Rivers Plumbing
Dr. Jamie Frakes – AR Northeastern College
Roger Chaple – AR College of Electricity
Mary Jo Alexandria
Shannon Murphy

Approval of Minutes

A motion was made by Zach Harber and seconded by Heath Harris to approve the minutes from the December 7, 2023. Motion passed.

Election of AACSC Officers

Chair – Kelley Sharp was nominated by David Stephens and seconded by Bill Roachell. No other discussion or nominations were presented. All present voted in favor of Kelley Sharp remaining in the Chair role.

Vice Chair – David Stephens was nominated by Bill Roachell and seconded by Cathy Riggins. No other discussion or nominations were presented. All present voted in favor of David Stephens remaining in the Vice Chair role.

Secretary – Bill Allison was nominated by Bill Roachell and seconded by Heath Harris. No other discussion or nominations were presented. All present voted in favor of Bill Allison remaining in the Secretary role.

Approval of AACSC Mission Statement

A motion was made by Zach Harber and seconded by Heath Harris to approve the AACSC Mission Statement as presented. Motion passed.

Approval of Stipend Rate

A motion was made by Bill Allison and seconded by Zach Harber to approve the stipend rate at the state established rate. Motion passed.

US Department of Labor Apprenticeship Report

Light Dudley reported 8,504 total apprentices in Arkansas. He also updated the committee that the DOL has started the hiring process to replace the outgoing state director. Light expects the new state director to be hired in the next 30-60 days.

TA Fund Report

Derrick Daniels reported \$698,061.25.18 has been paid out as of December 27, 2023. He reported the new TA balance is \$1,080,998.75.

Please see attachment

CT Fund Report

Derrick Daniels reported \$678,921.61 has been paid out to date with the current CT balance of \$121,078.39, remaining with \$1,240.09 available for outreach and education, \$636,155.89 available for curriculum, \$41,525.63 available for equipment, and \$40,000 available for instructor training.

Please see attachment

Approval of Program Additions

Derrick Daniels reported 6 programs were requesting to add additional hours and instructors. A motion was made by Cathy Riggins and seconded by David Stephens to approve the 6 requests for a total of \$22,600. All present voted in favor and the motion passed

See attachment

OSD Report

Derrick Daniels reported there were 47 total completions in December. He stated there were 31 electrical completions, 15 plumbing completions, and 1 pipefitting completion.

Derrick then reported, starting January 16, 2024, the Office of Skills Development will open up the application process for the Certified Pre-Apprenticeship Program. He further stated that Mark McManus will be the primary point of contact for this program.

Additionally, Derrick was excited to report that after 2 years of work, the database is ready to be rolled out. He reported that he has selected and contacted 6 programs to beta test the system. Once this occurs and any adjustments are made to the database, OSD plans to bring other programs onboard with the database in groups of 5-6 programs. Derrick then informed the committee that the MOU associated with the database was included in the meeting packet and was also sent to the initial 6 beta testing programs. He also reported, he would provide a training video for everyone to refer to when using the database but encouraged everyone to contact him if they need any assistance.

Program Visits

Don Bellcock reported he reviewed all of the programs that have been approved for military veteran's benefits. He reported that about 50% of the programs reviewed were approved and he would reach out to the other programs to help guide them towards approval. He aims to have 100% program review approval within the next 12 months.

CT Requests

Derrick Daniels reported an error in the December CT Summary sheet. CT application 24-64 was approved for \$622.36. However, the correct amount to be approved was \$662.36, which is an increase of \$40. A motion was made by David Stephens and seconded by Ed Carrington to approve CT application 24-64 in the amended amount. Motion Passed.

CT-24-65, CT-24-66, and CT-24-68: Motion was made by David Stephens and seconded by Zach Harber to approve the recommended amount. Motion passed.

CT-24-67: Motion was made by Zach Harber and seconded by Cathy Riggins to approve the recommended amount. David Stephens abstained on CT-24-67. Motion passed.

Additional Discussion

Bill Roachell asked for clarification on approved activities or expenditures that programs can use the Outreach and Education funds for.

Derrick then provided an overview of all programs who have submitted CT applications for curriculum (code books). Shannon Murphy asked what was needed for a program to submit a request for reimbursement for code books and curriculum.

Heath Harris asked for clarification on the deadline to submit applications and Derrick provided the date of May 15, 2024.

Multiple programs informed the committee and OSD of their intentions to submit applications for curriculum reimbursement in the near future.

Kelley Sharp asked for the amount needed to transfer from one CT budget line to cover the amount approved for CT requests. Derrick stated we need to move \$30,000. Cathy Riggins and Kelley Sharp recommended these funds be moved from Outreach and Education and Instructor Training. A motion was made by Zach Harber and seconded by Heath Harris to move \$20,000 from Outreach and Education and \$20,000 from Instructor training for a total of \$40,000 to be added to curriculum budget line. Motion passed.

Please see attachments.

AACSC By-Laws & Board Member Handbook Discussion

Chairman Sharp apologized that the bylaws were not sent out with enough time for the committee to review. He asked everyone to review the bylaws and be ready to make recommendations to OSD in the February meeting.

Derrick stated that Don Bellcock had researched the Board Member Handbook and presented it to the Attorney General's office who stated that the current handbook is valid and current. The primary motivation behind ensuring the validity of the handbook is to determine the best approach to offer professional development to the current committee members.

DOL-ETA Notice of Proposed Rule Making Discussion

Derrick Daniels informed the committee that he is working through the notice and will provide commentary once completed.

2024 Meeting Discussion

David Stephens suggested that we meet face-to-face at least once a quarter. Kelley recommended that we would meet the last month of the quarter; March, June, September, and December.

Further discussion continued with aligning the final review of proposed guidelines with a face-to-face meeting at the OSD. Heath Harris also highlighted the September meeting would also align with the approval of the annual budget.

A motion was made by David Stephens and seconded by Ed Carrington to have 4 face-to-face meetings throughout the year. These meetings will take place in March, June, September, and December with the location of the March 7, 2024 meeting at OSD starting at 12:30 pm and the location of the other 3 TBD. Motion passed.

Open Discussion

Kelley Sharp requested that Mark McManus attend the March face-to-face meeting to provide a presentation of the Arkansas Certified Pre-apprenticeship application process. Derrick also informed the committee members he will send the annual financial disclosure forms to each member soon. Also, Derrick informed the committee that DOL will be hosting a 1-hour training on January 11, 2024 to discuss NPRM. Details will be emailed to the committee.

Next Meeting

The minutes from this meeting will be submitted by Bill Allison prior to the next meeting to be held on February 4, 2024 at 12:30pm.

A motion was made to adjourn. Motion passed.