

MINUTES

Arkansas Apprenticeship Coordination Steering Committee

December 7, 2023

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
David Stephens
Dr. Bill Allison
Dr. Zach Harber

Ed Carrington
Dr. Cathy Riggins
Aaron Chastain

Absent

Mary Beth Hatch
Tracy Chambers

Guests in Attendance

Crystal Cormell – Little Rock Electrical JATC
Sheri Overstreet – Arkansas College of Electricity
Derrick Daniels – OSD
Stephanie Issacs – OSD
Tondra Love – Central Arkansas Plumbing School
Donald Bellcock – OSD
Zach Sloan – ACEF
Amy Martindill – Evers Electric

AJ Hart – NWACC
Zac Smith – Streib Company
Brandy Langford – Conway Plumbing
Karen Breashears – NATF
Mary Jo Alexander
Fulmer Electric Apprenticeship Program
Michele Hildreth
Donna

Approval of Minutes

A motion was made by Bill Roachell and seconded by David Stephens to approve the minutes from the October 5, 2023. All present voted in favor and the motion passed.

US Department of Labor Apprenticeship Report

Cynthia McLain was unavailable to provide a report.

TA Fund Report

Derrick Daniels reported \$513,323.18 has been paid out as of November 30, 2023. He reported the new TA balance is \$1,265,736.82.

Please see attachment

CT Fund Report

Derrick Daniels reported \$481,824.84 has been paid out to date with the current CT balance of \$318,175.13, remaining with \$58,759.91 available for outreach and education, \$470,901.01 available for curriculum, \$50,316.23 available for equipment, and \$40,000 available for instructor training.

Derrick also reported if all projected recommendations for the December meeting were to be approved, the new CT budget bucket balances would be, \$58,759.91 for outreach and education, \$3,884.11 for curriculum, \$18,474.37 for equipment, and \$40,000 for instructor training.

Please see attachment

Completion Report

Derrick also reported updated completions through October and November. He reported 19 electrical and 12 plumbing completions for November. He reported the below completions for July 2023 - November 2023.

Electrical – 130

Plumbing – 61

See attachment

TA Fund Discussion

Derrick reported the Office of Apprenticeship staff had been meeting to discuss the TA fund balance and what recommendations would need to be brought before the committee to maintain current fiscal processes. As a result, Stephanie Issacs approved to increase the TA budget by an additional \$250,000.

Derrick provided the committee with an update, mentioning the possibility that the standard 15% administrative fee, typically disbursed at year-end, may not be available. This measure aims to avoid any perception of budget exhaustion near fiscal year-end. Instead, the funds are proposed for appropriate allocation to apprenticeship programs, facilitating the hiring of additional instructors.

Chairman Sharp asked if there was a sense of programs adding additional instructors at the start of the new year. Derrick stated that he knew of one for sure and had been contacted by additional programs but he needed to follow up with each.

The discussion continued to include new programs anticipated to start after the new year. Derrick mentioned the OA staff have not received anything from the new programs that initially expressed interest.

Program Visits

Don Bellcock reported he visited an electrical program in Eastern Arkansas. He reported this program did not have apprenticeship licenses for any of their students. The program director was instructed to contact Labor and Licensing to address this issue and any other issue that may have risen since the last apprenticeship license expired in August of 2023.

To date, this has not been completed. As a result, this program will not receive funding from the OA until the aforementioned issues are not addressed.

CT Requests

CT-24-34 to 24-38: Motion was made by Kathy Riggins and seconded by Zach Harber to approve the recommended amount. David Stephens abstained. Motion passed.

CT-24-39 to 24-42 & 24-44 to 24-46: Motion was made by Bill Allison and seconded by Heath Harris to approve the recommended amount. David Stephens abstained on CT-24-39. Motion passed.

CT-24-47 & 24-49 to 24-51: Motion was made by David Stephens and seconded by Heath Harris to approve the recommended amount. Ed Carrington abstained on CT-24-47 and Bill Roachell abstained on CT-24-50. Motion passed.

CT-24-33, 24-43, & 24-48: Motion was made by Bill Roachell and seconded by David Stephens to approve the recommended amount. Bill Allison abstained on CT-24-33 and Ed Carrington abstained on CT-24-48. Motion passed.

CT-24-52 to 24-64: Motion was made by David Stephens and seconded by Zach Harber to approve the recommended amount. Bill Roachell abstained on CT-24-62, Heath Harris abstained on CT-24-57 and Ed Carrington abstained on CT-24-58. Motion passed.

Please see attachments.

CT Discussion

Bill Roachell brought up the idea of amending the bylaws to include the ability to vote on CT applications through email when there isn't a quorum during the regularly scheduled meeting. Chairman Sharp said this was something he and Derrick discussed this issue. He discussed calling a special meeting during the month if a quorum is not met. However, both agreed that sending out a survey ahead of the regularly scheduled meetings to the committee members to RSVP would be a good short-term solution.

Open Discussion

Chairman Sharp discussed the bylaws and asked if anyone reviewed the bylaws. He further stated that the members will use December to review the bylaws and vote to send them to OSD in the January meeting.

Chairman Sharp then brought to the attention of the committee the different options for meeting in 2024. He discussed the potential to meet virtually or in person. As a reference, Derrick informed the committee the electrical board discussed to meet face-to-face on a quarterly basis. He recognized the difficulty for this committee to meet in person due to the members being located throughout the state. This brought up the idea to meet at different locations throughout the state to accommodate the committee members.

Bill Roachell then gave a reference for how his team meets. They meet virtually with the exception of their spring and fall meeting. He thought meeting in person quarterly may be too much for the members.

Heath Harris mentioned it would be a good idea to meet in person so the committee can get to know each other. Finally, Derrick mentioned that it would be good to have new instructor requests in by December 27, however, he mentioned that it can remain an agenda item for the remainder of the year.

Next Meeting

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

A motion was made to adjourn. Motion passed.