

# MINUTES

## Arkansas Apprenticeship Coordination Steering Committee

February 1, 2024

---

### Meeting Commence

---

Chairman Kelley Sharp called the meeting to order at 12:32 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

Tracy Chambers  
Aaron Chastain  
Ed Carrington

#### **Absent**

Dr. Cathy Riggins  
Mary Beth Hatch

---

### Guests in Attendance

---

Derrick Daniels – OSD  
Donald Bellcock – OSD  
Brandy Langford – Conway Plumbing  
Kimberly Moore – Associated Builders & Contractors  
Zach Smith – Streib Company

Patricia Sanderson – Five Rivers Plumbing  
Dr. Jamie Frakes – AR Northeastern College  
Shannon Murphy  
Michael Yarnell – Hill Electric Inc  
Sheri Overstreet – Arkansas College of Electricity

---

### Approval of Minutes

---

A motion was made by Bill Roachell and seconded by Aaron Chastain to approve the minutes from the January 4, 2023. Motion passed.

---

### US Department of Labor Apprenticeship Report

---

DOL staff was not present to provide a report.

---

### TA Fund Report

---

Derrick Daniels reported \$784,991.34 has been paid out as of January 29, 2024. He reported the new TA balance is \$1,011,228.66. A motion was made by David Stephens and seconded by Zach Harber to approve 16 additional hours for each of the 4 instructors at the 98 location for Western Arkansas Apprenticeship Program (WAAP). The total additional funds to be sent to WAAP was \$2,560. Motion passed.

Please see attachment

---

### CT Fund Report

---

Derrick Daniels reported if all the CT applications were approved for the recommended amount of \$126,863.45, the CT fund balance would be **-\$45,664.66**.

Please see attachment.

---

## Program Visits

---

Don Bellcock reported he plans to get back on the road and conducting program visits this month.

---

## CT Requests

---

CT-24-69-71, & 24-75: Motion was made by David Stephens and seconded by Bill Roachell to approve the recommended amount. Motion passed.

CT-24-72, 74, & 76: Motion was made by Bill Allison and seconded by Aaron Chastain to approve the recommended amount. David Stephens abstained. Motion passed.

CT-24-73: Motion was made by David Stephens and seconded by Ed Carrington to approve the recommended amount. Bill Roachell abstained. Motion passed.

David Stephens asked if Donald Bellcock ensures that equipment purchased utilizing funds from this committee are being used for training programs and not to support work for organizations who purchase the equipment. Mr. Bellcock stated that he does check to make sure all purchases made to support apprenticeship programs are being used exclusively within the apprenticeship program.

Chairman Sharp recommended the remaining balance of \$37,959.91 from Outreach and Education, \$8,188.30 from equipment, and \$20,000 from instructor training be moved to the Curriculum budget to cover the aforementioned CT applications. A motion was made by David Stephens and seconded by Ed Carrington. Motion passed.

Derrick Daniels informed the committee the remaining deficit of \$45,664.66 will be paid from the skills development fund.

Please see attachments.

---

## Grant/Disclosure Form

---

Derrick Daniels provided an update that OSD will be gathering more information on the requirement of committee members having to complete the Disclosure Form to be members of the AACSC. Mr. Daniels hopes to get clarity on what is required to be reported by committee members.

He continued to state that everyone is required to submit a grant disclosure form if they receive more than \$25,000 from the TA and CT funds. He also briefly reminded all members of additional forms and disclosures that are required by our state legislators.

---

## Open Discussion

---

Ed Carrington informed the committee the electrical board is beginning the approval process of the new code cycle. This will not have an impact on anyone this year, however, next year will include changes but shouldn't create any issues within AACSC. Derrick Daniels reminded everyone that programs are already purchasing the new 2023 code books.

---

## Next Meeting

---

The minutes from this meeting will be submitted by Bill Allison prior to the next meeting to be held on March 7, 2024 at 12:30pm. The next meeting will be a hybrid model with some in person at the OSD office and others can join virtually.

A motion was made to adjourn. Motion passed.