

Arkansas Apprenticeship Coordination Steering Committee December 2021 Special Called Meeting Minutes

For a complete record of the meeting, attached is the link to the audio recording.

Meeting called to order at 12:34 pm on December 16th, by Chairwoman Breashears (via Zoom)

Roll Call:

Present: Greg Aleshire, Karen Breashears, Nanci Caillouet, Kathy Fulks, Bill Roachell, and David Stephens

Absent: Kelley Sharp

Guest: Reuben Gage, Beth Barclay, Derrick Daniels-OSD, Randy Prather-USDOL, Rocky Mantooth-OSD, Tondra Love, Michele Hildreth, Dr. Hamby-OSD, and OSD Director Waits

Funding Guidelines

Due to the 2018 Plumbing and Gas Codebooks being adopted very recently and the plumbing contractors in the state wanting to get these new codebooks into the hands of the apprentices as soon as possible:

1:30 minute mark - Chairwoman Breashears had emailed out a rough draft of the possible changes that would need to be made to the curriculum limitations for grant request in our Funding Guidelines.

4:30 minute mark - Rocky Mantooth discussed the number of plumbing apprentices in the state. Including a break out of the number of 1st, 2nd, 3rd, 4th, and 5th years.

9:04 minute mark – Kathy Fulks asked about programs that had already purchased 2006 codebooks for this school year.

11:24 minute mark – Nanci Caillouet asked if the plumbing codebook would have a supplementary section that would just cover the updated changes.

12:19 minute mark – Michele Hildreth asked how long will the 2006 codebook be used for testing purposes.

14:15 minute mark – Discussion returns to the draft of the funding guidelines.

15:02 minute mark – Greg Aleshire asks about funding codebooks for 4th and 5th years.

17:24 minute mark – Nanci Caillouet asks about the amount of curriculum that has yet to be applied for and will there be enough money to cover those grants if this is approved.

22:25 minute mark – Kathy Fulks made the motion – That we fund at 100% both the plumbing and the gas fuel code for 2nd, 3rd, 4th, and 5th year plumbing apprentices. Greg seconded. Motion Passed. The addendum to the funding guidelines is attached.

24:40 minute mark – As this meeting was called to discuss funding guidelines, there was a discussion regarding the letter OSD sent to Central Arkansas Apprenticeship Training Committee after their audit. See attached letter.

Adjournment:

Meeting adjourned at 1:23 pm

The next meeting is scheduled for January 6th @ 12:30pm via Zoom, unless otherwise notified,

Sincerely,

Greg Aleshire
Secretary, AACSC

Section 3--Limitations for Grant Requests- as amended by the AACSC on December 16, 2021

Curriculum: The grants must be used for state-approved curriculum or codebooks. In addition, only the following types of curriculums may be funded at the specified percentage:

1. Instructor guides and materials for the state approved curriculum--**100%** of the total costs associated with purchasing instructor guides and curriculum related instructional material.
2. Student curriculum--**75%** of the total cost for student curriculum (must be State approved curriculum).
3. **Due to the adoption of the 2018 Arkansas Gas and Plumbing Code in November 2021, the funding guidelines for textbooks were amended on 12/16/21.**

July 1, 2021 through December 16, 2021

Codebooks--**75%** of the total cost of required code books for a **2nd year apprentice**. Apprenticeship Schools will not receive funding to replace lost or damaged codebooks. FY22 maximum reimbursements for codebooks.

- i. Arkansas Plumbing Codebook--\$45.00 (75% of maximum \$60.00)
- ii. Arkansas Fuel Gas Codebook--\$45.00 (75% of maximum \$60.00)
- iii. Arkansas Electrical Codebook--\$82.50 (75% of maximum \$120.00)

Additional Restrictions:

Codebooks for 1st, 3rd, 4th, and 5th year apprentices are not eligible for funding.

During code change years, Apprenticeship Schools can only receive funding for the version coming out in the current fiscal year.

Maximum allowable cost includes shipping and tax.

Effective December 17, 2021

Electrical

Codebooks--75% of the total cost of required code books for a 2nd year apprentices. Apprenticeship Schools will not receive funding to replace lost or damaged codebooks. FY22 maximum--\$82.50 (75% of maximum \$120.00). Codebooks for 1st, 3rd, 4th, and 5th year apprentices are not eligible for funding.

Plumbing

2018 Gas and Plumbing Codebooks--100% of the total cost of required code books for 2nd, 3rd, 4th, and 5th year apprentices. FY22 maximum--\$79.85 plus shipping and tax.

4. Curriculum grant applications must be submitted in compliance with posted dates to remember.



Michael Preston
SECRETARY OF COMMERCE

Cody Waits
DIRECTOR,
OFFICE OF SKILLS DEVELOPMENT

December 14, 2021

Tondra Love, Director
Central Arkansas Apprenticeship Training Committee
P.O. Box 340
Mayflower, AR 72106

Dear Ms. Love:

This letter is in reference to the onsite program review of your plumbing apprenticeship program which was completed on September 23, 2021. I have completed the program review of your plumbing apprenticeship program; the review was to assess the school's compliance with the Arkansas Rules and Regulations for Electrical Apprenticeship Programs. The objective of the financial review of these funds was to assess the school's compliance with Arkansas Registered Apprenticeship Program Rules associated with the funds received for the Traditional Apprenticeship Related Classroom instruction funds (TA funds) and the Construction Industry Craft Training Education Program funds (CT funds) for the period from July 1, 2020, through June 30, 2021.

During the review I reviewed the Traditional Apprenticeship funds your school received during the period from July 1, 2020, through June 30, 2021.

The Central Arkansas Apprenticeship Training Committee (CAATC) program was approved for \$47,360 in TA funds for eight instructors to teach 1,280 hours of instruction. The number of instructors approved was based on 91 apprentices enrolled in the apprenticeship program. The funds were paid to directly to CAATC.

CAATC received \$23,380.00 for 640 hours of classroom instruction. The school also received a final payment of \$2,005.86 awarded at the end of the year. In total the school received \$25,685.86 in TA funds for the 2020-2021 program year. No issues for the documents submitted to receive reimbursement from the state for the TA grant and CAA did not request any CT grants for the year.

CAATC was approved for three CT grants for a total of \$6,484.63. CT 21-20107 was for \$959.79; CT 21-20107A was for \$319.93 and 21-20100 for \$5,204.91. The grants were for curriculum, codebooks, and Train the Trainer course hosted at CAATC no issues were noted for the CT grants.

Note the program was asked to provide documentation on apprentices but did not. The following items were requested Training Agreement (ETA-671), wages, wage progression, Related Training Instruction, or classroom training time, On the Job (OJT) training time for six apprentices. Per information the program received from the Department of Labor the apprenticeship program was not required to provide the documentation.

The compliance review conducted by the Office of Skills Development (OSD) auditor is being done to verify apprenticeship programs comply with all applicable state laws, rules, and regulations. Per State Laws §6-52-201 to 6-52-208 a program must comply with the following in order to receive TA funding:

Arkansas Department of Commerce
Office of Skills Development
One Commerce Way, Ste. 604 • Little Rock, AR 72202
[HTTPS://ARCAREEDUCATION.ORG/SERVICES/SKILLS-DEVELOPMENT](https://arcareeducation.org/services/skills-development)

6-52-202. Applicability. The provisions of this subchapter apply only to those apprenticeship training programs which receive state funds pursuant to the provision of § 6-52-207.

6-52-207. Training Programs generally

(a) Under this subchapter, the Director of the Office of Skills Development shall allocate state funds for the support of apprenticeship training programs that meet the criteria stated in this subchapter.

(b) An apprenticeship training program may be cosponsored by a public school district, an education service cooperative, a state postsecondary institution, a vocational-technical school, or a two-year community college pursuant to a contract between the district or institution and an apprenticeship program sponsor.

(c) An apprenticeship training program shall be under the direction of an apprenticeship coordinator appointed by an apprenticeship program sponsor who shall perform the duties stated in § 6-52-208.

(d)

(1) Each apprentice participating in an apprenticeship training program shall be given a written apprenticeship agreement by an apprenticeship program sponsor stating the standards and conditions of his or her employment and training.

(2) The apprenticeship agreements are furnished by the United States Office of Apprenticeship.

(g) The terms of the contract referred to in subsection (b) of this section shall require without limitation the following in order to effectively administer the apprenticeship training program in a manner consistent with the public's need for skilled workers and the apprentice's need for marketable skills in apprenticeable occupations:

- (1) Adequate facilities;
- (2) Personnel; and
- (3) Resources.

(h) An apprenticeship training program shall be registered with the United States Office of Apprenticeship and the Office of Skills Development

6-52-208. Duties of apprenticeship program sponsors.

(a) The apprenticeship program sponsor of each apprenticeship training program shall:

- (1) Establish standards and goals for preparatory instruction, supplementary instruction, and related instruction for apprentices in the program;
- (2) Establish rules governing the on-the-job training and other instruction for apprentices in the program;
- (3) Plan and organize instructional materials designed to provide technical and theoretical knowledge and basic skills required by apprentices in the program;
- (4) Recommend qualified instructors for the program;
- (5) Monitor and evaluate the performance and progress of each apprentice in the program and the program as a whole; and
- (6) Interview applicants and select those most qualified for entrance into the program.

(b) A program must provide for the keeping of records of the on-the-job training and progress of each apprentice.

(c) A program must require instructors to maintain recommended qualifications.

(d) A program must perform any other duties which promote the goals of individual apprentices and of the program as a whole.

For CT funding the program must be compliance with State Laws §6-55-201 to 6-55-108 in order to receive CT funding.

6-55-107. Arkansas Construction Industry Craft Training Trust Fund — Apprenticeship program requirements.

- (a) The net proceeds received pursuant to § 6-55-106 shall be deposited into a special trust account in the State Treasury known as the "Arkansas Construction Industry Craft Training Trust Fund".
- (b) Programs established or funded by the fund shall be consistent with the eight (8) criteria recommended by the United States Advisory Committee on Apprenticeship. The eight (8) essential components of an approved apprenticeship program shall include all of the following:
- (1) A training strategy that combines supervised, structural on-the-job training with related theoretical instruction and is sponsored by employers or labor or management groups that have the ability to hire and train in a work environment;
 - (2) A training strategy that prepares an individual for skilled employment by conducting training in bona fide and documented employment settings;
 - (3) A training strategy with requirements that are clearly delineated in federal laws and regulations, and state laws and rules;
 - (4) A training strategy that by virtue of a legal contract, indenture, leads to a certificate of completion and official journeyman status;
 - (5) A training strategy that involves a tangible and generally sizable investment on the part of the employer or labor or management program sponsor;
 - (6) A training strategy that pays wages to its participants at least during the on-the-job training phase of their apprenticeship and that increases these wages throughout the training program in accordance with a predefined wage progression scale;
 - (7) A training strategy in which participants learn by working directly under the supervision and tutelage of a master in the craft, trade, or relevant occupational area; and
 - (8) A training strategy that involves a written agreement and an implicit social obligation between the program sponsor and the apprentice.
- (c) Upon the recommendation of the State Apprenticeship Coordination Steering Committee, the Office of Skills Development shall expend the moneys in the fund from time to time to support the training program prescribed in this chapter.

Since the required documents listed above were not made available for the program review, the auditor cannot determine if CAATC complied with state law for CT and TA funding. Future funding of TA and CT grants for CAATC are not recommended by the results of the program review. If CAATC can provide evidence that the apprentices attending are in compliance with the above state laws, then the auditor could recommend funding continue for CAATC.

I thank you for your assistance in the program review. If you have any questions or concerns about the program review, please contact Don Bellcock, Internal Auditor, at 501-682-5681 or by email at Don.Bellcock@Arkansas.gov.

Sincerely,

Donald Bellcock, Internal Auditor
Office of Skills Development

cc: Cody Waits, Director, Office of Skills Development, Department of Commerce
Rocky Mantooth, Program Advisor, Arkansas Apprenticeship Office, Office of Skills Development
Derrick Daniels, Program Advisor, Arkansas Apprenticeship Office, Office of Skills Development