

**OREGON STATE APPRENTICESHIP AND TRAINING COUNCIL
STANDARDS REVIEW SUBCOMMITTEE**

Meeting Minutes - September 2, 2009

1:00 pm

Ken Fry, Chair

I. Call to Order

Chair Fry called the meeting to order at 1:25 p.m.

II. Introductions

Council members:

Bob Ferguson, Industrial Employer

Mike McFall, Industrial Employee

Nelda Wilson, Trades Employee

Bob Rogers, Public Member

Ken Fry, Trades Employee

Paul Hill, Public Member

Staff members:

Stephen Simms, Director, Apprenticeship and Training Division

Karen Dale, Apprenticeship Operations Manager

Paul Joiner, Apprenticeship Preparation Project Manager

Maureen Pointer, OSATC Recording Secretary

Nancy Bradetich, Office Specialist 2

Apprenticeship Representatives:

Tamara Boyd, Portland

Stacy Ozer, Portland

Tony Cracolice, Eugene

Richard Petersen, Portland

Elizabeth Farmer, Eugene

Larry 'Will' Williams, Portland

Roseanna Ayres, Medford

III. Welcome

IV. Staff Reports

A. Late Submission Requests – *None this quarter*

B. Internal Review

The Rules and Policy Subcommittee has recommended that revised standards containing related training revisions be required to meet all related training curriculum requirements set forth in OAR 839-011-0084(f).

C. Reciprocal Standards – Discussion

There are issues involving the standards for three Washington programs that are dual registered in Oregon under the reciprocal agreement. Differences in state license requirements have complicated the use of reciprocal standards and information in the Oregon standards is outdated. The division is working with Washington Labor & Industries Apprenticeship and the affected programs to modify the Oregon standards format for reciprocally registered programs. Proposed standards will be submitted for subcommittee review in December 2009. This is an administrative change that will not impact the reciprocal agreement or the programs' primary Washington registration.

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D. Affirmative Action – Expectations re: goals & timetables

Staff reported that the Rules and Policy Subcommittee has recommended continued use of the guidelines for establishing goals and timetables adopted at the December 2007 Council meeting:

- Utilize 2000 census data for workforce composition;
- Establish the workforce goal for women at 50% of the workforce population;
- Use two pathways in developing goals and timetables based upon current minority/female participation:
 - Statewide occupational average – used as the target for programs whose minority and/or female participation falls below the occupational average
 - Workforce population – used as the target for programs whose minority and/or female participation meets or exceeds the occupational average

V. Follow-Ups from Previous Council Meetings

A. Contingencies Met (*No action needed*)

1016 Oregon/SW Washington Drywall Finishers JATC (Jun 09)
Revised Standards
Drywall Finisher (Taper)

Standards were approved contingent upon wage update; Director approved wage 7/27/09.

1024 Western Oregon/SW WA Painters JATC (Jun 09)
Revised Standards
Painter

Standards were approved contingent upon wage update; Director approved wage 7/27/09.

1082 Tillamook County Outside Electrical JATC (Jun09)
Revised Standards
Line Installer/Repairer
Meterman

Standards were approved contingent upon wage update; Director approved wages 8-12-09.

1133 Clatskanie PUD JATC
Revised Standards
Lineman

Standards were approved contingent upon wage update; Director approved wages 8-22-09.

3021 Southwestern Oregon Roofers JATC (Mar 09)
Revised Standards
Roofer

Standards were approved contingent upon removal of the forklift certification language from the point system; required change made 3/24/09.

B. Contingencies Not Met – *None this quarter*

C. Inactive Standards - Extension Requested

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M/S/C to recommend approval of a 1-year extension of **MA 1028, 1043, 1095, 1121** inactive standards, with a status review in **September 2010**:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

1028 Portland Sheet Metal Workers JATC

Residential Sheet Metal Worker & Service Technician
(last apprentice completed 1-15-07)

The committee expects to register apprentices in future; curriculum work in process.

1043 OR SW-WA NW-CA Metal Trades JATC

Metal Trades Pipefitters
(no committee action on current apprentices since Jan 2005)

The committee expects to register new apprentices in the near future and will bring its records up to date.

1095 Leupold & Stevens of Beaverton JATC

Manufacturing Plant Electrician
(last apprentice completed 11-3-06)

The committee is unable to register apprentices during current economy but expects to register apprentices in future.

1121 Blue Heron Paper LLC JATC

Manufacturing Plant Electrician
(last apprentice completed 5-18-06)

The committee is unable to register apprentices during current economy but expects to register apprentices in future.

7003 Central Oregon Outside Electrical JATC

- Substation Electrician
(standards approved 9-21-06, no apprentices registered)

The committee requested extension pending determination of retirement date for current journey worker, noting they would likely start an apprentice 12 - 18 months prior to the retirement date. The division expressed concern with this timeline, since the standards require 6000 OJT hours (generally 3 years) and it is unclear how the apprentice would receive supervision for the remaining 18 - 24 months after the journey worker retired.

The committee chair (Keith Putman) informed Ms. Farmer that an additional journey worker was available to provide apprentice supervision within ratio requirements. Based upon this information, Mr. Putman was told he need not attend the meeting.

Mr. Ferguson voiced concern about supervision at the training agent level and requested more specific information regarding available journey workers.

M/S/C to recommend deferring **MA 7003** inactive standards to the **December 2009** subcommittee meeting and requiring a committee representative to attend:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

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7012 Warm Springs TATC (Committee/Standards)

- Carpenter
(no committee action on current apprentices since Feb 2004)

Division records indicate this program has been inactive since 2004. The committee maintains they have continued to operate during this time and submitted an extension request. A committee representative was directed to attend the subcommittee meeting but did not appear.

Given the fundamental administrative and operational issues to be resolved and the committee's interest in retaining its program, the division recommended dissolution action be deferred until December 2009 to allow time for addressing the outstanding items.

A motion was made to defer action until December 2009.

Mr. Rogers expressed his concerns regarding the program's operation, noting similar problems with the committee over the years. Mr. Simms concurred, acknowledging that tribal programs must deal with several different bureaucracies, making administration difficult. He suggested deferring the item to December 2009, requiring committee representation at that time to address the issues.

The motion was retracted by the maker who then presented a new motion.

M/S/C to notify **MA 7012** to appear at the **December 2009** subcommittee meeting to discuss the issues raised and **show cause** why the committee and standards should not be dissolved:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

D. Inactive Standards - Dissolution Requested by Committee

2009 Mid-Willamette Industrial TATC

Industrial Welder
(last apprentice completed 1-17-07)

M/S/C to recommend dissolution of **MA 2009** Industrial Welder standards:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

VI. Committee Submittals

A. Minimum Guideline Standards – None this quarter

B. New Standards/New Committees

Willamette Valley JATC

- **New Standards/New Committee**
*Limited Building Maintenance Electrician

Committee representatives present:

*Rex Emery, Statewide Facilities Director, Oregon Youth Authority
Shawn Findley, Electrician, Hillcrest Youth Correctional Facility and Committee Secretary
Troy Greg, Superintendent, Hillcrest Youth Correctional Facility and Committee Chair*

This is a new program for residents of the Oregon Youth Authority (OYA), administered by OYA. The proposed standards are consistent with the existing LBME trainee program (MA 1144) with the exception

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of ratio. The division recommended approval of the standards since the proposed ratio is consistent with other Council-approved inmate programs and more restrictive than that of the existing program.

Program representatives stated that one of OYA's key goals is remediation of youth and creation of opportunities for change. Approval of the program would allow utilization of existing resources to give youth a head start when released back into the community.

Subcommittee discussion centered on the following areas:

Ratio and supervision: Concerns regarding the proposed ratio and possibility of unsupervised work were expressed. Program representatives responded that apprentices would be directly supervised throughout the program. The youth experience program requires a minimum of two youth to each supervisor, within line-of-sight of the supervisor at all times.

Ratio exceptions are permitted by statute for Department of Corrections (DOC) institutions and there was discussion about the correlation between the OYA and the DOC. The division will investigate whether the exception applies to the OYA.

Entry requirements: Requirements are as high as DOC requirements. In addition to the general requirements outlined in the standards, the inmate's Cottage Supervisor's authorization is required to participate. To gain authorization, they must have a meticulous behavior record and meet very high expectations.

Affirmative action and diversity: The program anticipates starting with approximately 6 apprentices, which would require Council approval of an affirmative action plan. The importance of including minorities was noted. The Oak Creek facility for women is very interested in starting the program.

Other approval options: The LBME license does not require completion of an apprenticeship. Programs can be directly approved by the Electrical and Elevator Board (EEB), but these requests are typically referred back to the division.

Subcommittee members noted that the program more closely resembles a trainee program with respect to ratio, related training received, and the inability to make independent decisions. Program representatives felt that the proposed program would be as qualified, if not more so, than other apprenticeship programs, adding that apprentices would be allowed make independent decisions, while being under constant supervision.

M/S to recommend approval of the **Willamette Valley JATC** new standards:

Mr. Ferguson	No	Dr. Hill	Yes
Mr. McFall	No	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	No

Tie vote. The item will be carried over to the September 2009 Council meeting. The division will report on the applicability of the statutory DOC ratio exemption at that time.

C. New Standards/Current Committees

1093 SP Newsprint Co – Pacific Region TATC

New Standards

❖ Limited Energy Technician B

Committee representative present: Jim Davis, Committee Chair

The committee wishes to change to a JATC to more accurately reflect its operation. Although the proposed standards comply with guideline standards and Council requirements, current committee membership does not meet ORS 660.135 requirements.

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M/S/C to recommend approval of **MA 1093** new standards **contingent** upon correction of committee membership:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

**1144 Oregon LBME JTC
New Standards**

*Limited Building Maintenance Electrician

Committee representative present: Bonnie Trachtenberg, Administrator

Also present: Andy Parker, Oregon Department of Corrections (DOC)

This is a new standard for inmate training administered by an outside committee. DOC submitted a letter of support.

The submission was incomplete and the division recommended referral back to the committee unless the outstanding items could be resolved prior to the September 2009 Council meeting. Program representatives felt the issues noted could be resolved in time:

Trainee and training agent cost information

Related training curriculum certification, clarification of delivery method

Ratio, clarification of supervision within correctional facility

Policies and procedure modification to incorporate correctional issues

Subcommittee members expressed their concerns regarding the inflated ratio, unsupervised work by trainees, and entry criteria for the program. Supervision requirements of OAR 918-282-0260 were reviewed.

Mr. Parker stated that the proposed program meets DOC criteria for the Coffee Creek women's facility. He confirmed that trainees would be directly supervised by general journeyman electricians for the first 80 OJT hours, and under some type of supervision at all times. Proposed entry requirements are more stringent than for other DOC programs because the work is performed in a plant outside of the secure perimeter of the institution.

M/S/C to table **MA 1144** new standards to the September 2009 Council meeting **contingent** upon working with staff to resolve all issues noted, with further discussion on the ratio at that time:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

D. Committee Submittals - No recommendation

**1028 Portland Sheet Metal Workers JATC
Revised Standards**

❖ Sheet Metal Worker

Committee representative present: Dennis Boyd, Training Coordinator

Committee has added 4 "major courses of advanced progress" with a requirement that apprentices select a major prior to advancement to 6th period. The division forwarded with no recommendation due to concerns about work processes, related training and compliance with guideline standards.

Mr. Boyd clarified that the revisions will only affect the related training portion of the program. All apprentices will continue to complete training in all work processes and related training elements required by the guideline standards. The committee is working with staff to redraft the standards to more clearly

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match the guideline standards and revised standards should be ready for the September 2009 Council meeting.

M/S/C to recommend **contingent** approval of **MA 1028** revised standards pending working with staff and staff approval of the newly revised standards prior to the September 2009 Council meeting:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

**1123 Intel Industrial Electrical JATC
Revised Standards**

- ❖ Limited Energy Technician B
- ❖ Limited Maintenance Electrician
- ❖ Manufacturing Plant Electrician

Committee representative present: Trino Campos, Committee Chair

The committee proposes to incorporate on-line and in-house courses into its related training. These courses do not contain a hands-on component, which is available in the community college classes currently being utilized. The standards were forwarded with no recommendation since it is unclear how the proposed courses would impact apprentices who are currently attending community college classes, and a structured plan for providing all required training had not been submitted. Mr. Simms described the difficulty for staff in determining whether a third-party vendor would meet the established course outlines and expected competencies as outlined in the standards.

Mr. Campos stated that the committee's first choice for related training continues to be community college classes. The options are being added only for apprentices who are unable to take those courses and they would be required to submit justifiable reasons for not utilizing the current related training system. These options would provide work-life effectiveness and cost options to the company to meet business demands.

Subcommittee members expressed concerns regarding training validation and on-line exams. They strongly encouraged using on-line college courses instead of third-party providers and suggested the committee work with the community college to develop on-line curriculum that could be used statewide. The committee could then submit the standards with a credible and validated on-line option.

Mr. Campos acknowledged that the training would need to be accredited prior to being approved by the committee and meet or exceed that of the community college courses. He added that in-house training would only be utilized for license renewal requirements. He believes that the community college would need to initiate efforts to create on-line curriculum, but the committee would collaborate with them.

In the interim, if the committee would agree to provide a coursework outline and documentation of delivery methods for staff review, the division could determine whether the alternate method is equivalent to the college courses, is validated, and meets the educational requirements in the standards.

Mr. Ferguson suggested that the Council establish related instruction criteria for new technology as it becomes available, including curriculum validation options. Dr. Hill noted that regional accreditation would provide the best assurance of quality training, since there are no national standards for national accreditation.

M/S/C to recommend **contingent** approval of **MA 1123** revised standards pending working with staff to develop and approve coursework outlines, delivery methods, and instructional outcomes for alternate related training methods:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

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E. Committee Submittals – Other

M/S/C by unanimous voice vote to recommend approval of **MA 1015, 1017, 1028, 1057, 1070, 1071** affirmative action goals & timetables and **MA 1057, 1070, 1071** compliance reviews.

1015 Oregon & SW Washington Cement Masons JATC
Affirmative Action Goals & Timetables
❖ Cement Mason

1017 OR & SW-WA Glaziers, Architectural Metal and Glass Workers JATC
Affirmative Action Goals & Timetables
❖ Glazier

1028 Portland Sheet Metal Workers JATC
Affirmative Action Goals & Timetables
❖ Sheet Metal Worker

1057 OR SW-WA Carpenters JATC
Affirmative Action Goals & Timetables
❖ Carpenter
❖ Exterior/Interior Specialist
❖ Millwright
❖ Pile Driver
❖ Scaffold Erector

Compliance Review (POAA, Jun 2008 – Jun 2009)

- ❖ Carpenter
- ❖ Exterior/Interior Specialists
- ❖ Industrial Maintenance Millwright (**PO only**)
- ❖ Millwright
- ❖ Pile Driver
- ❖ Scaffold Erector

1070 OR SW-WA NW-CA Plumbers JATC
Affirmative Action Goals & Timetables
❖ Plumber

Compliance Review (POAA, Jan 2008 – Jun 2009)

- ❖ Plumber

1071 OR SW-WA NW-CA Steamfitters JATC
Affirmative Action Goals & Timetables
❖ Steamfitter

Compliance Review (POAA, Jan 2008 – Jun 2009)

- ❖ Steamfitter

M/S/C to recommend approval of **MA 1093** revised standards **contingent** upon correction of committee membership; **MA 3019, 3025** revised standards; **MA 3025, 5006** affirmative action goals & timetables:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

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1093 SP Newsprint Co – Pacific Region TATC

Revised Standards

- ❖ Manufacturing Plant Electrician
- ❖ Millwright

3019 Area III Inside Electrical JATC

Revised Standards

- ❖ Inside Electrician

3025 Area III Sheet Metal/HVAC Environmental Systems JATC

Revised Standards

- ❖ Sheet Metal Worker

Affirmative Action Goals & Timetables

- ❖ Environmental Control System Service/Installer
- ❖ Sheet Metal Worker

5006 South Central Oregon Sheet Metal JATC

Affirmative Action Goals & Timetables

- ❖ Sheet Metal Worker

3001 Central Electrical JATC

Revised Standards

- ❖ Inside Electrician
- ❖ Limited Energy Technician A
- ❖ Limited Residential Electrician

4009 Pacific Inside Electrical JAC

Revised Standards

- ❖ Inside Electrician
- ❖ Limited Residential Electrician
- ❖ Local Telecommunications Installer-Technician

Committee representative present: Dave Baker, Training Coordinator, MA 3001; none present for MA 4009

Standards for both committees have been revised to incorporate fringe benefit language into the wage schedule. This would allow the fringe benefit percentages listed in the Oregon Prevailing Wage Handbook to be paid on federal and Oregon projects.

The division has been working with several committees to clarify the issue and draft language that would meet all requirements. Subcommittee members were provided with copies of the finalized language.

MA 3001 – Mr. Baker confirmed that the committee had decided to incorporate the final language into their standards to prevent future compliance issues on federal projects.

MA 4009 – Finalized language has not yet been approved by the committee. The division recommended approval contingent upon adoption.

M/S/C to recommend approval of **MA 3001** standards as revised and **contingent** approval of **MA 4009** revised standards pending committee approval of finalized fringe benefit language:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

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Mr. Simms noted that other committees have requested the same language and asked for permission to administratively approve committee requests incorporating the fringe benefit language.

M/S/C to recommend administrative approval of subsequent committee requests to insert the fringe benefit language into their standards:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

6040 Columbia Gorge JATC

Compliance Review (PO, first year review, Jun 2008 – Aug 2009)

- ❖ Limited Maintenance Electrician
- ❖ Manufacturing Plant Electrician
- ❖ Painter
- ❖ Sheet Metal Worker

Apprenticeship Representative Petersen reported that all four standards were found in compliance. The committee has established subcommittees for each institution and has done a remarkable job of ensuring that recordkeeping is precise.

License exam results for apprentices in these programs greatly surpass those of the general population. In 2008, only 57% of all exam applicants passed the Manufacturing Plant Electrician (MPE) exam on their first attempt, compared to a 100% pass rate for the program. One graduate of the program has been released and is employed as an MPE. Four other individuals have obtained their license, have moved to the minimum security facility, and are currently working in the facility in their trade. Mr. Petersen emphasized that the committee and apprentices take the program and ongoing ratio concerns very seriously and encouraged council members to visit the facility and see the program for themselves.

An affirmative action review was not conducted since each of the participating institutions acts as a separate training agent and only two of the standards have five or more apprentices. Revised standards to reflect the industrial selection model will be submitted for Council approval in December 2009. Affirmative action reviews will be conducted during subsequent reviews for each facility with 5 or more apprentices in an occupation.

The combined minority participation rate for all standards is 29%, almost double the 14% minority population within the institutions. The female participation rate is lower due to the physical location of the plant outside the secured area. It is anticipated that female participation will pick up in the painter and LBME program (if approved), as the work for these programs will be performed within the confines of the institutions.

M/S/C by unanimous voice vote to recommend approval of **MA 6040** compliance review.

F. Dissolution of Committees and Standards

VII. Items Requiring Council Ratification

A. Administrative Conversions and Revisions

**1024 Western Oregon SW WA Painters JATC
Administrative Revision (geographic area)**

Effective 7-20-09

- ❖ Painter

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|-------------|---|------------------------------|
| 1074 | Oregon/Columbia Carpenters JATC
Administrative Revision (geographic area) | Effective 7-21-09 |
| | ❖ Carpenter | |
| 1100 | Protective Signaling JATC
Administrative Revision (6500-hr card) | Effective 5-20-09 |
| | ❖ Limited Energy Technician - A | |
| 1135 | North Coast Industrial Trades JATC
Administrative Revision (geographic area) | Effective 8-5-09 |
| | ❖ Industrial Maintenance Millwright | |
| 1244 | North Coast Electrical JATC
Administrative Revisions (geographic area) | (Pending wage update) |
| | ❖ Industrial Plant Electrician | |
| | ❖ Inside Electrician | |
| | ❖ Limited Maintenance Electrician | |

M/S/C to recommend ratification of **MA 1024, 1074, 1100, 1135, 1244** administrative revisions:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

B. Administrative Corrections

- | | | |
|-------------|---|--------------------------|
| 1057 | Oregon SW Washington Carpenters JATC
Administrative Correction (ratio) | Effective 3-17-05 |
| | ❖ Pile Driver | |
| 1180 | USW & O-I, Portland JATC
Administrative Correction (wage schedule) | Effective 6-15-09 |
| | ❖ Mold Maker | |

M/S/C to recommend ratification of **MA 1057, 1180** administrative corrections:

Mr. Ferguson	Yes	Dr. Hill	Yes
Mr. McFall	Yes	Mr. Rogers	Yes
Ms. Wilson	Yes	Mr. Fry	Yes

VIII. Items Requiring No Council Approval – None this quarter

IX. Correspondence – All correspondence attached to submissions in Council packets.

X. Council and Subcommittee Meeting Dates

Council meeting: September 17, 2009, 10:00 a.m., Superior Aircraft Maintenance, Inc., Medford. Tours of the facility will be available before and after the meeting.

Proposed 2010 meeting dates are included in Council packets. Council members should notify staff if the proposed dates present scheduling conflicts.

XI. Good of Apprenticeship – None

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XII. Adjournment

The meeting was adjourned at 3:20 p.m.