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Present

Councilmembers*

Title/Affiliation

Brian S. Cavey	- Chairman/Employee Representative
Neil Wilford, Jr.	- Employee Representative
Norbert R. Klusmann, Sr.	- Employee Representative
Terreia Smalls	- Employee Representative
Stephanie Anderson	- Employer Representative
Grant Shmelzer	- Employer Representative
Minah Woo	- Employer Representative
Tasha Cornish	- Employer Representative
Chris Hadfield	- Employer Representative

** Before the meeting convened, Employee Harry Preston and Public Representatives Lateefah Durant and Shaunta Chapple notified Director Chris MacLarion that they would be unable to be in attendance.*

Other Attendees

Title/Affiliation

John Feaster	- Deputy Assistant Secretary, DWDAL, MD Labor
Peggy Dall'Acqua	- Maryland Assistant Attorney General
Tracy Kytte	-Maryland State Department of Education (MSDE)
Christopher D. MacLarion	- Director, Maryland Apprenticeship and Training Program (MATP), MD Labor
Logan Dean	- MATP, MD Labor
Jane Sinclair	- MATP, MD Labor
Sheila Jackson	- MATP, MD Labor
Kevin Hunt	- MATP, MD Labor
Roseanne Fish	- MATP, MD Labor
Karen Parker	- MATP, MD Labor
Angela Harkness	- MATP, MD Labor
Coral Crawford	- MATP, MD Labor
Marshel Pollock	- MATP, MD Labor
Angela Clark	- MATP, MD Labor
Jacqueline Trieu	- MATP, MD Labor
Alicia Dennis	- MATP, MD Labor
Pam Luby	- MATP, MD Labor
Ellie Marts	-MD Labor, DWDAL
Tom Simpson	-Choptank Electric
Nate Smith	-Choptank Electric
Shae Cronin	-Maryland Department of General Services (DGS)
Hyacinth Tucker	-The Laundry Basket LLC
Jessie Fererrio	-Maryland Department of Rehabilitation Services (DORS)
Matt Baylis	-Harford Community College
Laura Hutton	-Harford Community College
Jeff Richmond	-Howard Community College

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Jay Bouis	-Community College of Baltimore County (CCBC)
Elizabeth Wojtisek	-CCBC
Steve Ricketts	-CCBC
Tammi Ledley	-Carroll Community College (CCC)
Bob Zimberoff	-Caroline County Economic Development
Eric Cook	-Caroline County Public School
Sharlene Trusty	-Baltimore City Government
Jamie Delp	-Residence at Eden Green
Sally Scott	-Maryland Plastics
Danny Doyle Jr.	-CYD Electrical Academy

Chairman Cavey called the meeting to order at 9:05 a.m. at Choptank Electric Cooperative (24820 Meeting House Road, Denton, Maryland 21629).

I. OPENING REMARKS AND INTRODUCTIONS

Chairman Cavey welcomed all Council members, staff and guests to the January Maryland Apprenticeship and Training Council (MATC) meeting and the first meeting of the new year.

Chairman Cavey asked Council members, staff, and guests to go around the room and introduce themselves.

Following introductions, the Chairman thanked all for attending and extended his thanks to Tom and Nate from the Choptank Electric Cooperative for hosting the meeting and providing breakfast for guests and invited them to say a few words.

Tom Simpson and Nate Smith introduced themselves and thanked everyone for attending and for the opportunity to host the meeting. They gave a quick overview of where things are in the building, such as the bathrooms and fire exits, and offered to help accommodate or answer questions for any guests to the best of their ability.

Chairman Cavey invited Deputy Assistant Secretary John Feaster to say a few words on behalf of the Maryland Department of Labor (MD Labor), however, Mr. Feaster declined in the interest of time and expressed excitement to jump into the agenda.

II. MINUTES OF THE NOVEMBER 19, 2024 MARYLAND APPRENTICESHIP AND TRAINING COUNCIL (MATC) MEETING.

Chairman Cavey asked the Council if members had an opportunity to review the minutes from the previous meeting and they collectively confirmed that they reviewed the minutes in full.

A motion to approve the minutes was made by Mr. Shmelzer, seconded by Mr. Wilford and unanimously approved at 9:15 a.m. *(Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent).*

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III. DIRECTOR'S REPORT

Mr. MacLarion addressed Chairman Cavey, Deputy Assistant Secretary Feaster, the Council members and guests and welcomed everyone to the January MATC meeting. Mr. MacLarion thanked Tom Simon, Nate Smith, and the Choptank JATC for hosting the meeting and for providing breakfast. He provided some brief background on Choptank Electric Cooperative.

Mr. MacLarion shared that Choptank is one of the larger Registered Apprenticeship programs in Caroline County. He also shared that Choptank has over 2 dozen active Apprentices and have graduated nearly 70% of the Apprentices who have gone through their program despite having an approved program for less than 10 years. He congratulated the Choptank JATC on their fantastic completion percentages and reiterated his appreciation for their hospitality in hosting the first MATC meeting of the new year.

Mr. MacLarion shared some updates from the United States Department of Labor's (USDOL) Office of Apprenticeship (OA) on recent guidance regarding National Apprenticeship Week (NAW). Mr. MacLarion said that starting in 2025, NAW will still be called "*National Apprenticeship Week*", however, it will realistically be a National Apprenticeship Day. He explained that the change occurred due to USDOL OA shifting the month of NAW from November to April and that USDOL OA decided to shorten NAW from a week to a day for 2025 to make it easier for states and territories to adjust and prepare for this change. He added that in 2026, NAW will be extended back to a full week that will take place in the month of April and provided the dates of NAW for 2025-2028.

- 2025: April 30
- 2026: April 26 - May 2
- 2027: April 25 - May 1
- 2028: April 23 - April 29

Mr. MacLarion provided an Apprenticeship Training Fund update:

- Total Fund Balance as of December 31, 2024 after all obligations is \$1,183,585.29
- November contributions: \$20,329.76
- December contributions: \$45,822.15
 - Fund expenditures during the period totaled \$254,572.70

Mr. MacLarion said that Apprenticeship continues to grow across the state and that Maryland ended 2024 with the highest number of active Apprentices at a year's end in history! He went on to share some data.

- A total of 12,451 Apprentices were registered in their programs by the end of CY2024.
- This is the 2nd year that Maryland has exceeded 2,000 Apprenticeship graduates (2,031).

Mr. MacLarion thanked the Council members for all of the work they do alongside MD Labor to expand high quality Apprenticeship programs in Maryland.

Mr. MacLarion went on to provide a brief overview of the agenda and stated that there are several new programs being presented to the Council.

- He said that 3 of the occupations have been previously approved (Cook, nursing assistant and building maintenance repair).
- He also said that 2 of the occupations are new to Maryland (Procurement officer and Drycleaner).

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- He added that Maryland Plastics is requesting to reactivate their program!

Mr. MacLarion notified the Council that Item 20 on the agenda should be replaced by Item 4 on the supplemental agenda.

Mr. MacLarion went on to provide some updates on several items from the November 2024 MATC meeting at the Council's request.

Baltimore City JATC

- The Compliance Review Navigator and the Regional Navigator have initiated biweekly meetings with the Sponsor that have been extremely helpful in getting them back on track. The biweekly meetings will continue until all the relevant program occupations are resurrected and staff's database has the correct Apprentices registered for each occupation.
- Staff provided invaluable technical assistance to align the program occupations with the Sponsor's occupation titles and to identify which occupation the Sponsor is working on. The technical assistance provided by MATP staff also included assisting the Sponsor to ensure that they have the correct Apprentice registered, or pursue funding for Related instructions to resume.
- There is a cohort of completions submitted with another 2 occupations resuming the Related Instructions.
- MATP staff will present a batch of Apprentices who are able to resume their Related Instructions, but due to the time lapsed, they now have over 50% credit. Staff would also like to inform MATC that this Sponsor has appreciated the assistance given, and works tirelessly to provide all the information requested by staff in a timely manner. The Sponsor has also extended an invitation to MATP staff, to attend their next convened JATC committee meeting.

Kinetic Potential/Digital Network

- The Sponsor provided staff with a spreadsheet that includes an updated journeyworker count along with a list of the names and occupations. Based on the data the Sponsor provided, staff determined that the Sponsor is compliant and is not currently out of ratio. However, the Sponsor actually did express that they would like to pursue a request for an extended ratio as it would help with their expansion and give them the opportunity to register many more Apprentices. This will be an agenda item for March MATC 2025.

Prince George's EMS

- A letter was sent to the Sponsor that highlighted the concerns from MATC and the need for corrective action. The Sponsor responded with an email to their HR department requesting for staff to be furnished with the Apprentices' phone numbers, and cc'd staff. Staff will follow up with this request which could have been overlooked due to the festive season, and ensure MATC's concerns are addressed for the next MATC meeting.

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- A formal connection with their new Regional Navigator was initiated to assist with outreach efforts for female Apprentices.

Dr.Masica Jordan LLC

- During the program review for Dr. Masica Jordan LLC at the November, 2024 Council meeting there were questions about grants issued to the Sponsor and if those grants were connected to any performance issues noted during the report. MATP staff provided the provide following update:
 - Sponsor Apprenticeship Incentive Reimbursement (SAIR) Program:
 - The Sponsor received SAIR awards for 67 Apprentices in total.
 - As of December 5, 2024. 24 of those Apprentices (36%) are still active in their programs.
 - 43 Apprentices (64%) were reported as cancelled after the award period.
 - Of the cancelled Apprentices, 33 of the 43 (77%) were all registered to one employer - the same employer identified as creating the registration deficiency in the review.
 - While the overall cancellation rate of the Sponsor's Apprentices on SAIR awards is high, when the identified employer is excluded, the cancellation rate is 33%.
 - Aside from issues stemming from the identified employer, there are no other major irregularities apparent in administration of SAIR funds.
 - The Sponsor has not had a comprehensive grant monitoring from MATP.
 - DWDAL - Office of Strategic Initiatives (OSI) Grants:
 - MATP staff worked with the OSI to investigate other funding awarded by DWDAL.
 - The Sponsor is the recipient of a Direct Care Workforce Grant and an EARN Grant from DWDAL, neither is wholly specific to Registered Apprenticeship.
 - OSI did not have individual level data reportable for the Direct Care Workforce Grant, but the grant was also not used specifically to train Apprentices.
 - For the EARN grant, participant IDs were not available, but MATP staff were able to make confident matches based on date of birth, demographics, and occupation.
 - 7 of the 8 participants listed on the grantee's EARN report were linked to Registered Apprentices in the Sponsor's program. All are active and properly registered.
 - No irregularities were found for registration of Apprentices funded by OSI programs as of December 5, 2025.
 - Other State Funds:

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- The Sponsor and its employers may receive other grants and incentives connected to Registered Apprentices.
- As of December 5, 2024 MATP staff were not able to investigate any grants that were awarded to the Sponsor outside of MD Labor that information was available in public data sources supplied by the Office of the Comptroller.
- Further investigation of grants outside of those funded through MD Labor would require a formal request to the Comptroller for a full release of award and contract information.

Finally, Mr.MacLarion requested that the date of the November 2025 MATC meeting be moved from November 11, 2025 because it is Veteran’s Day which is recognized as a state and federal holiday. He proposed an alternative day of November 18, 2025 for the November MATC meeting and requested the Council’s approval.

Mr.MacLarion concluded his report and turned the floor back over to Chairman Cavey.

A motion to approve the Director’s Report and the proposed rescheduling of the November 2025 meeting date to November 18, 2025 was made by Mr.Shmelzer, seconded by Mr.Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

Chairman Cavey thanked Mr.MacLarion for his presentation of the Director’s Report and proceeded to invite the presentation of agenda items. He welcomed Ms.Trieu to the podium to present Agenda Item 1.

IV. NEW BUSINESS

A. NEW PROGRAMS:

1. Chesapeake Caregivers Management Company LLC (Jacqueline Trieu) – Request for registration of Standards of Apprenticeship for the occupations of Certified Nursing Assistant, Building Maintenance Technician, and Cook. (ITEM 1)

Ms.Trieu wished all a good morning and requested the registration of Standards of Apprenticeship and Affirmative Action Plan for the occupations of Certified Nursing Assistant (CNA), Building Maintenance Technician, and Cook for Chesapeake Caregivers Management Company LLC.She provided some additional background information on the programs and occupations and offered to answer any questions from the Council.

Mr.Shmelzer said that under the qualifications for the Apprenticeship it talks about physical condition requirements and it says that the Apprentice must be able to walk/stand for up to 80% of their work time. He asked how they will measure 80% of the Apprentices work time and how they will distinguish between applicants.

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Mr. MacLarion said that the employer informs the application during the application process that the job is not sedentary and that there is no test.

Mr. Klusmann said that it is confusing that they included the “80%” maximum instead of just saying that it’s a job that may require an Apprentice to stand on their feet for long periods of time.

Mr. Smalls expressed concern about the tasks and requirements for the Building Maintenance Worker occupation and asked if there will always be a “Master” (Plumber, Electrician, etc.) to supervise the Apprentice while performing this work.

Ms. Trieu said that there is not always a Master on site at all time but its possible that the Sponsor brings in a Master from time to time.

Mr. Smalls expressed concern surrounding the lack of supervision while performing some of the job functions, especially regarding the task of asbestos abatement. He added that the job description includes a lot of skills and tasks for a single person to perform.

Mr. Wilford asked if it’s realistic for an Apprentice to learn all of the necessary skills and perform all the necessary jobs within the two year time frame.

Ms. Trieu said that the time can be extended based on the Apprentices' needs.

Chairman Cavey asked how many journeyworkers they have on staff.

Ms. Trieu said that they have 1 Journeyworker.

Mr. Hadfield asked if the journeyworker is a licensed journeyworker (to meet the ratio requirement) or just a “*jack of all trades*” supervisor.

Ms. Trieu said that it could be a worker or a boss that is supervising the Apprentice.

Council members talked about how the lead paint abatement and asbestos abatement require an individual to pass an exam to receive a license before performing any of that work.

Mr. Smalls suggested that MATP staff take a closer look at who is supervising the Apprentices and check in on the Apprentices progress in getting licensed in certain fields during the next provisional review.

A motion to approve this new program was made by Mr. Smalls, seconded by Mr. Hadfield, and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

2. Maryland Department of General Services (Logan Dean) –Request for registration of Standards of Apprenticeship for the occupation of Procurement Officer. (ITEM 2)

Ms. Dean stated that he was joined by Mr. Shae Cronin from the Maryland Department of General Services (DGS) to request the registration of Standards of Apprenticeship for the occupation of Procurement Officer. He provided some additional background information on the program and occupation and offered to field any questions from the Council.

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Chairman Cavey asked if there will be a state PIN (job vacancy) for the Apprentices upon graduation from the program.

Mr. Dean said that there will be permanent PINS. He added that the procurement office jobs series is existing and the Apprentice classification is new so there is a series of progression from “Apprentice 1” to “Apprentice 2” to “Apprentice 3” and then they will be able to enter the job series (PO 1).

Mr. Shmelzer asked if there was funding for the program after the pilot ends

Mr. Dean confirmed that this will be a permanent program and will exist well beyond the pilot.

Mr. Shmelzer said that it seems that there are a lot of different courses that can be mixed and matched for the Apprentices to complete their Related Instruction and he asked how all of the courses for each Apprentice will be monitored, tracked, standardized, etc.

Mr. Dean explained that the course work is all geared towards getting the Apprentices hired into the job series at the end. The supervisors will be able to coach the Apprentices on what courses to take so that they qualify for that job series.

A motion to approve this new program was made by Ms. Woo, seconded by Mr. Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

3. The Laundry Basket LLC (Karen Parker) – Request for registration of Standards of Apprenticeship for the occupation of Dry Cleaner. (ITEM 3)

Ms. Parker stated that she was joined by Ms. Tucker from the Laundry Basket LLC to request the Council’s approval and registration of Standards of Apprenticeship for the occupation of Dry Cleaner. She provided some additional background information on the occupation and the program and pointed out a few things for the Council.

She said that there was a typo in the original packet and said that she handed out a paper copy with the correct total number of hours to the Council members.

Ms. Parker responded to a question from the Council regarding the minimum requirements for the program and updated the language so that it clearly states that the Apprentice needs reliable transportation to and from job site, work site and Related Instruction.

Mr. Smalls asked if the training was transferable to similar positions with other employers.

Ms. Parker said that the training is industry specific and transferable.

Chairman Cavey said that safe driving is part of the Related Instruction and said that the Related Instruction is very extensive for it lasting only a year. He went on to say that anyone with a drivers license had to go through drivers education courses and asked if the safe

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driving course was more comprehensive than what is taught and assessed in driver's education courses.

Ms.Parker said that the safe driving courses are more specific and extensive than what is taught in drivers education courses.

A motion to approve this new program was made by Mr.Shmelzer, seconded by Mr.Klusmann and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

B. PROGRAMS REVISIONS:

4. Harford Community College (Logan Dean) – Request for revision of Standards to revise Related Instruction and selection procedures. (ITEM 4)

Mr.Dean said that he was joined by Mr.Matt Baylis and Ms.Laura Hutton from Harford Community College to request a revision of Standards to revise Related Instruction and selection procedures. He provided some additional background information on the program and offered to take any questions from the Council.

Mr.Klusmann asked why they added an essay to the application.

Mr.Dean said that there are written skill requirements as part of this occupation.

Mr.Klusmann expressed his concern that the essay requirement could potentially be a gatekeeping item that excludes certain individuals from being part of the program for reasons that aren't entirely relevant to the occupation(s).

Mr.Shmelzer asked if the Apprentice has to pay for the CPR and first aid training.

Mr.Dean said that the training is free to the Apprentice.

Mr.Wilford said that Apprenticeship is supposed to be a pathway to the middle-class and expressed concern with a maximum pay rate of \$18/hr. He said individuals spend significant time in this program and he does not see how \$18/hr could sustain a middle-class lifestyle.

Mr.Dean reminded the Council members that there are individuals that pay out of pocket for these training to have the same career that this Apprenticeship offers a pathway to. He reiterated that the Apprentices bear no cost for the program.

Mr.MacLarion said that unfortunately this is an industry where the pay rate is lower than it should be.

Ms.Woo said that Howard Community College has a similar childcare program and also struggles with the pay rates of employers.

Mr.Klusmann requested that the essay requirement be removed.

Ms.Woo asked if the essay requirement is any different than some of the math and reading assessments that some programs require for certain occupations.

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Mr. Dean said the essay assessment is used in the same way as a selection criteria and said that there is a limited number of seats for the program so the selection criteria ensures that they are getting the best candidates.

Mr. Klusmann reiterated that he would like to see the requirement removed because it is a barrier for individuals to enter the program.

Ms. Kytte stated that increasing the number of Child Development Associates (CDA) is a goal of the Blueprint and said that there are a lot of grants going into ensuring that CDAs are attainable.

The Sponsor agreed to strike the essay requirement from their Standards.

Mr. Smalls said that there should be a prevailing wage rate for this occupation.

A motion to approve this revision of Standards with the removal of the essay requirement was made by Mr. Klusmann, seconded by Ms. Woo and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

5. Howard Community College (Sheila Jackson) – Request for revision of Standards to add the occupation of Accounting Specialist and revise the Related Instruction for IT Support Specialist.

Ms. Jackson stated that she was joined by Mr. Jeff Richmond and Council member Minah Woo from Howard Community College to request a revision of Standards to add the occupation of Accounting Specialist and revise the Related Instruction for IT Support Specialist. She provided some additional background information on the occupations and programs and offered to address any questions from the Council.

A motion to approve this revision of Standards was made by Mr. Shmelzer, seconded by Mr. Hadfield and approved. Ms. Woo abstained (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

6. I.E.C. Chesapeake (Sheila Jackson) – Request for revision of Standards to revise Related Instruction for the occupation of Electrician. (ITEM 6).

Ms. Jackson requested the Council's approval for a revision of Standards to revise Related Instruction for the occupation of Electrician on behalf of I.E.C. Chesapeake. She provided additional information on the occupation and the program and offered to take any questions from the Council.

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A motion to approve this revision of Standards was made by Mr. Klusmann, seconded by Mr. Wilford and approved. Mr. Shmelzer abstained (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

7. Maryland Plastics, Inc. (Jacqueline Trieu) – Request for a revision of Standards to reactivate the occupations of Maintenance Electrician, Machinist, and Industrial Maintenance Mechanic. (ITEM 7).

Ms. Trieu said that she was joined by Ms. Sally Scott from Maryland Plastics, Inc. to request a revision of Standards to reactivate the occupations of Maintenance Electrician, Machinist, and Industrial Maintenance Mechanic. She provided some additional information on the occupations and the programs and offered to take any questions from the Council.

Ms. Anderson asked if all of the Related Instruction is provided online with Penn Foster and if there is any in-person lab time?

Ms. Trieu said that all of the labs are fully online but there is a Journeyworker could potentially set aside some time for lab work.

Ms. Anderson said that, personally, she would like to see some hands-on lab time.

Mr. MacLarion said that in the more rural areas of the state it is difficult to identify a location for them to do hands-on lab time. He said that there is only one college that offers the machinist occupation (CCBC) in Maryland and it is very far from the location of some of these Apprenticeships, therefore, much of the content is taught online. He added that there have been other programs that are also in more rural areas of the state that started out doing the Related instruction fully online but as more employers signed on they were able to carve out lab time for the Apprentices.

Ms. Anderson would like to see some sort of hands-on component as part of the Related Instruction.

Mr. Smalls said that this is not an Apprenticeship, he said it seems more to him like an On-the-Job-Training program.

Mr. Klusmann said that if the Sponsor is looking to have an Apprenticeship program they should find ways to build in hands-on learning.

Mr. MacLarion clarified that the regulations for Related Instruction say that course content must be provided through in-person lab time, correspondence courses, website, etc. He added that it is likely that MATP could work with the Sponsor to try to carve out some in-person instruction.

Mr. Wilford asked the Sponsor if they'd be willing to build some hands-on instruction into the program.

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Ms.Scott said that they have 2 Journeyworkers that they can work with to provide some hands-on instruction for Apprentices in the program.

Mr.Smalls asked if the 2 Journeyworker would be willing to sit down and build out some curriculum and real structure as two what the instruction will look like.

C. PROGRAM REVIEWS (5 OR MORE APPRENTICES):

8. Maryland Natural Resources Police (Coral Crawford) – Request for approval of program review for a registered Sponsor with 5 or more Apprentices. (ITEM 8).

Ms.Crawford presented a program review for Maryland Natural Resources Police. She said that during the review staff noted a deficiency that the Sponsor did not inform staff of changes in point of contact and as a consequence there were several cohorts that weren't registered. Staff recommended that the Sponsor attends the next step webinar and has already started work with the Sponsor to have their registrations and completions up-to-date. She recommended approval of this review with another review to occur within the next 12months and offered to take any questions from the Council.

A motion to approve this review with staff recommendations was made by Mr.Shmelzer, seconded by Mr.Klusmann and approved. *(Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent).*

D. PROGRAM REVIEWS (FEWER THAN 5 APPRENTICES):

9. Bricklayers And Allied Craftworkers District Council Of West Virginia (Coral Crawford) – Request for approval of program review for a registered Sponsor with fewer than 5 Apprentices. (ITEM 9).

Chairman Cavey recommended that staff conduct another review within a year to ensure compliance.

A motion to approve this review with the provision of another review occurring within a year was made by Mr.Klusmann, seconded by Mr.Smalls and approved. *(Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent).*

E. PROVISIONAL PROGRAM REVIEWS:

10. Asian American Center Of Frederick (Logan Dean) – Request for approval of a provisional program review.(ITEM 10)

Mr.Dean presented a provisional review for the Asian American Center Of Frederick Registered Apprenticeship program. He said that during the review there were no findings, went on to provide some additional information on the program and offered to take questions.

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Ms.Woo said that the marketing materials that were provided talked about the program and not necessarily the Registered Apprenticeship. She said that she knows that this group had issues with registering Apprentices last(after 50%) and raised the concern to the employer about Apprentices being aware that they are registered etc.

A motion to approve this provisional review was made by Ms.Woo, seconded by Ms.Anderson and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

11. Association Of International Certified Professional Accountants (AICPA) (Coral Crawford) – Request for approval of a provisional program review. (ITEM 11).

Ms.Crawford presented a provisional review for the Association Of International Certified Professional Accountants (AICPA) Apprenticeship Program. She went on to provide some additional information on the program and offered to take questions from the Council.

A motion to approve this provisional review was made by Ms.Anderson, seconded by Mr.Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

12. Cintas Fire Protection (Sheila Jackson) – Request for approval of a provisional program review. (ITEM 12)

Ms.Crawford presented a provisional review for the Cintas Fire Protection Apprenticeship Program. She said that staff found no deficiencies and went on to provide some additional information on the program. She concluded by offering to address any questions from the Council.

A motion to approve this provisional review was made by Mr.Shmelzer, seconded by Mr.Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

13. Truck Enterprises Hagerstown, Inc. (Logan Dean) – Request for approval of a provisional program review. (ITEM 13)

Mr.Dean presented a program review for Truck Enterprises Hagerstown, Inc. He provided a brief overview of the program and noted that there was a typo in the report and there is currently 1 Apprentice, not 0. He recommended approval of this program and offered to take any questions from the Council.

A motion to approve this provisional review was made by Mr.Shmelzer, seconded by Mr.Wilford and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

14. West Virginia Appalachians Laborers JATC (Logan Dean) – Request for approval of a provisional program review. (ITEM 14)

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Mr. Dean presented a program review for West Virginia Appalachians Laborers JATC. He provided a brief overview of the program and noted that staff found no deficiencies. He recommended approval of this program and offered to take any questions from the Council.

A motion to approve this provisional review was made by Mr. Shmelzer, seconded by Mr. Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

Chairman Cavey entertained a motion to approve Items 15-18 together (*see Item 18*).

F. CANCELLATIONS:

15. R. H. Perkinson Plumbing & Heating (Pam Luby) – Request for involuntary cancellation of Standards of Apprenticeship for a defunct program. (ITEM 15)
16. Pinder Service Company (Pam Luby) – Request for voluntary cancellation of Standards of Apprenticeship. (ITEM 16)
17. R & D Electric, Inc. (Pam Luby) – Request for voluntary cancellation of Standards of Apprenticeship. (ITEM 17)
18. Your Comfort Company (Jacqueline Trieu) – Request for voluntary cancellation of Standards of Apprenticeship. (ITEM 16)

A motion to approve cancellations for Items 15, 16, 17 and 18 was made by Mr. Wilford, seconded by Mr. Klusmann and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

Chairman Cavey called for a ten-minute comfort break before Item 19 was heard.

G. OTHER BUSINESS:

19. Asian American Center Of Frederick (Logan Dean) – Request for registration of Apprentices with over 50% credit granted for prior work experience and training. (ITEM 19)

Mr. Dean requested registration for two Apprentices with over 50% credit for the Asian American Center Of Frederick. He provided some brief background information and offered to take any questions.

A motion to approve the registration of two Apprentices with over 50% credit was made by Mr. Hadfield, seconded by Mr. Klusmann and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

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4. Associated Builders And Contractors Cumberland Valley Chapter (Logan Dean) – Request for registration of Apprentices with over 50% credit granted for prior work experience and training. (SUPP ITEM 4)

Mr. Dean requested registration of 2 Apprentices with over 50% credit for the Associated Builders And Contractors Cumberland Valley Chapter. He provided some brief background information and offered to take any questions.

Mr. Klusmann asked if the credit hours had been verified.

Mr. Dean confirmed that the hours were verified.

A motion to approve the registration of Apprentices with over 50% credit was made by Mr. Klusmann, seconded by Mr. Smalls and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

21. Associated Builders And Contractors Cumberland Valley Chapter (Logan Dean) – Request for registration of an Apprentice with over 50% credit granted for prior work experience and training. (ITEM 21)

Mr. Dean requested registration of an Apprentice with over 50% credit for the Associated Builders And Contractors Cumberland Valley Chapter. He provided some brief background information and offered to take any questions.

Mr. Wilford asked what craft the Apprentice received credit for.

Mr. Dean said that the Apprentice was training as an HVAC technician.

A motion to approve the registration of Apprentices with over 50% credit was made by Mr. Wilford, seconded by Mr. Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

22. Change Your Destiny Electrical Academy (Marshel Pollock) -Request for registration of Apprentices with over 50% credit granted for prior work experience and training. (ITEM 22)

Ms. Pollock said that she was joined by Mr. Danny Doyle Jr. to request registration for two electrician Apprentices with over 50% credit for Change Your Destiny Electrical Academy. She provided some brief background information and offered to take any questions.

Mr. Shemlzer asked when the students are starting their Related Instruction.

Mr. MacLarion said that they will start classes in September.

A motion to approve the registration of two Apprentices with over 50% credit was made by Mr. Wilford, seconded by Mr. Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

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23. Independent Electrical Contractors - Chesapeake (Sheila Jackson) – Request for registration of an Apprentice with over 50% credit granted for prior work experience and training. (ITEM 23)

Ms.Jackson presented a request for registration for an electrician Apprentice with over 50% credit for Independent Electrical Contractors - Chesapeake. She provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Klusmann, seconded by Mr.Hadfield and approved. Mr.Shmelzer abstained (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

24. Nickle Electrical Companies (Logan Dean) – Request for registration of an Apprentice with over 50% credit granted for prior work experience and training.(ITEM 24)

Mr.Dean presented a request for registration for an electrician Apprentice with over 50% credit for Nickle Electrical Companies. He provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Klusmann, seconded by Mr.Hadfield and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

25. Road Sprinkler Fitters Local Union 669 JATC (Sheila Jackson) – Request for registration of Apprentices with over 50% credit granted for prior work experience and training. (ITEM 25)

Ms.Jackson presented a request for registration for a Sprinkler Fitter Apprentice with over 50% credit for Road Sprinkler Fitters Local Union 669 JATC. She provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Mr.Wilford and approved. Mr.Smalls abstained (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

26. Washington D.C. Joint Plumbing Apprenticeship Committee (Karen Parker) – Request for issuance of a posthumous completion certificate. (ITEM 26)

Ms.Jackson presented a request for issuance of a posthumous completion certificate for Washington D.C. Joint Plumbing Apprenticeship Committee.

A motion to approve the request for a posthumous completion certificate was made by Mr.Klusmann, seconded by Mr.Wilford and approved. Mr.Smalls abstained (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

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Chairman Cavey stated that Items 27-53 and Supplemental Item are all eligible employer requests for the Apprenticeship Maryland Program and suggested considering them together. He asked the Council members if they had any questions, concerns, or remarks concerning any of the Youth Apprenticeship Items

GENERAL QUESTIONS REGARDING EMPLOYER AMP REQUESTS

Ms.Woo pointed out several typos in the agenda. She said that the occupations are incorrectly listed for many of the Youth Items.

Mr.MacLarion apologized for the typos and said that staff made an error in putting the packet together. He said that the correct occupations for each Item is listed within the packet.

27. Asili Hair Care Center (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Physical Therapist Aide. [YOUTH] (ITEM 27)

See Item 53 for Council vote.

28. Celebree Holding Inc, Celebree School of Severna Park (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Information Technology Specialist. [YOUTH] (ITEM 28)

See Item 53 for Council vote.

29. Celebree Holding, Inc, Celebree School of Annapolis (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Machinist. [YOUTH] (ITEM 29)

See Item 53 for Council vote.

30. Celebree School of Bel Air (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Diesel Mechanic. [YOUTH] (ITEM 30)

See Item 53 for Council vote.

31. Celebree School of Crofton (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Pharmacy Technician Apprentice. [YOUTH] (ITEM 31)

See Item 53 for Council vote.

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32. Celebree School of Ellicott City (Sheila Jackson) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Athletic Director Assistant. [YOUTH] (ITEM 32)

See Item 53 for Council vote.

33. Celebree School of Fallston (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Diesel Mechanic. [YOUTH] (ITEM 33)

See Item 53 for Council vote.

34. Celebree School of Pasadena (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Peer Specialist. [YOUTH] (ITEM 34)

See Item 53 for Council vote.

35. Celebree School of Waverly Woods (Sheila Jackson) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Computer Aided Drafting and Design. [YOUTH] (ITEM 35)

Ms.Woo pointed out a typo within the packet that incorrectly listed this Celebree location as "Ellicott City, MD" instead of "Waverly Woods".

36. Chesapeake Care Resources (Amy Belt) – Request for approval of new occupation(s) by a previously approved employer for the Apprenticeship Maryland Program. [YOUTH] (ITEM 36)

See Item 53 for Council vote.

37. Correct Refund Tax & Accounting (Aneta Lefterov) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Welder. [YOUTH] (ITEM 37)

See Item 53 for Council vote.

38. Dance With Me School of Dance (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Recreation Coordinator. [YOUTH] (ITEM 38)

See Item 53 for Council vote.

39. Diversified Machining, Inc. (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupations of

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Agriculture Mechanic Technician, Product Manager, and Finance Manager. [YOUTH] (ITEM 39)

See Item 53 for Council vote.

40. Eastern Shore Building & Drywall, Inc. (Alicia Dennis) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher. [YOUTH] (ITEM 40)

See Item 53 for Council vote.

41. Forest Hill Heights (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Recreation Supervisor. [YOUTH] (ITEM 41)

See Item 53 for Council vote.

42. Frederick County Government (Jennifer Runkles) – Request for approval of new occupation(s) by a previously approved employer for the Apprenticeship Maryland Program. [YOUTH] (ITEM 42)

See Item 53 for Council vote.

43. Haiden's Coffee & Cafe (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 43)

See Item 53 for Council vote.

44. Joy Kids Learning Center LLC (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 44)

See Item 53 for Council vote.

45. North Bay Education Inc. (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 45)

See Item 53 for Council vote.

46. Old Town Builders dba Paul Davis Restoration of the Delmarva Peninsula (Alicia Dennis) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 46)

See Item 53 for Council vote.

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47. Pets With Disabilities (Laura Wright) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 47)

See Item 53 for Council vote.

48. Process Integration, Inc. (Alicia Dennis) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Teacher Aide. [YOUTH] (ITEM 48)

See Item 53 for Council vote.

49. Shadow Springs Farm (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Line Cook. [YOUTH] (ITEM 49)

See Item 100 for Council vote.

50. Somerset County Public Schools (Alicia Dennis) – Request for approval of new occupation(s) by a previously approved employer for the Apprenticeship Maryland Program. [YOUTH] (ITEM 50)

See Item 53 for Council vote.

51. StellarCraft Structures LLC (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Food Service Manager. [YOUTH] (ITEM 51)

See Item 53 for Council vote.

52. Sunny Start Learning Center, L.L.C. (Alicia Dennis) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program for the occupation of Paralegal Assistant. [YOUTH] (ITEM 52)

See Item 53 for Council vote.

53. Volvo Group Trucks (Jennifer Runkles) – Request for approval of new occupation(s) by a previously approved employer for the Apprenticeship Maryland Program. [YOUTH] (ITEM 53)

A motion to approve Items 27-53 and Supplemental Item 10 was made by Mr. Wilford, seconded by Mr. Smalls, and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

Chairman Cavey directed the Council to the Supplemental Agenda.

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SUPPLEMENTAL AGENDA

I. NEW BUSINESS:

A. NEW PROGRAMS:

1. My IT University (Lynn Stone) – Request for registration of Standards and Affirmative Action Plan for the occupations of Technical Project Coordinator, Cyber Security Technician, and Data Analyst (SUPP ITEM 1).

Chairman Cavey informed the Council that the Sponsor, My IT University, was unable to be in attendance and he said that they will attend the next Council meeting instead. He directed the Council to the next item.

B. NEW PROGRAMS:

2. Carroll Community College (Logan Dean) – Request for revision of Standards for the occupation of Hospitality Manager (SUPP ITEM 2).

Mr. Dean requested a revision of Standards for the occupation of Hospitality Manager on behalf of Carroll Community College. He provided some additional background information on the occupations and programs and offered to address any questions from the Council.

Chairman Cavey asked if there are any Apprentices currently in the program.

Mr. Dean said there are no Apprentices currently in the program.

A motion to approve this revision of Standards was made by Mr. Wilford, seconded by Mrs. Woo and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

3. Community College of Baltimore County (Angela Harkness) – Request for revision of Standards for the occupation of Instrumentation and Electrical Technician (SUPP ITEM 3)

Ms. Harkness requested the Council's approval for a revision of Standards to revise Related Instruction for the occupation of Instrumentation and Electrical Technician on behalf of the Community College of Baltimore County (CCBC). She provided additional information on the occupation and the program revisions and offered to take any questions from the Council.

Mr. Wilford expressed concerns about removing the certifications for managing hydraulic and pneumatic systems because though CCBC may not require their contractors to have those skills and knowledge, others may, especially if the individual is trying to advance further through their career.

Mr. MacLarion said that the pneumatic and hydraulic work does need to be performed, however, it falls under the classification of Industrial Maintenance Repair worker or Milwright- it does not fall under the Instrumentation and Electrical classification and he explained that is why the Sponsor remove that piece.

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Mr.Shmelzer asked if the Apprentices are receiving their electrical Journeyworker license upon completion of the program.

Mr.MacLarion said they are not.

A motion to approve this revision of Standards was made by Mr.Hadfield, seconded by Mr.Shmelzer and approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

C. OTHER ITEMS:

5. Association of International Certified Professional Accountants (Angela Harkness) – Request registration of Apprentice(s) with over 50% credit. (SUPP ITEM 5).

Ms.Harkness presented a request for registration for an accountant Apprentice with over 50% credit for the Association of International Certified Professional Accountants (AICPA). She provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Mr.Smalls and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

6. Baltimore City Joint Apprenticeship Committee (Marshel Pollock) – Request registration of Apprentice(s) with over 50% credit (SUPP ITEM 6).

Ms.Pollock presented a request for registration for an Apprentice with over 50% credit for the Baltimore City Joint Apprenticeship Committee. She provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Mr.Klusmann and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

7. Community College of Baltimore County (Angela Harkness) – Request registration of Apprentice(s) with over 50% credit (SUPP ITEM 7).

Ms.Harkness presented a request for registration for an Apprentice with over 50% credit for the Community College of Baltimore County (CCBC). She informed the Council that the Apprenticeship was impacted by staff turnover resulting in Apprentices not being registered. She went on to provide some additional information and offered to take any questions.

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Ms.Anderson asked if MATP staff is planning to provide CCBC with the same level of support that they've extended in the past to other Sponsors, including biweekly meetings.

Ms.Harkness said that she has had conversations with the Sponsor to ensure the proper steps are taken to prevent similar issues in the future.

Council members expressed discontent with the staff turnover resulting in the breakdown of the Apprenticeship program and encouraged the Sponsor to come up with a back-up plan to prevent it from occurring again.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Ms.Woo and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

8. Community College of Baltimore County (Angela Harkness) – Request for an after-the-fact completion of Apprentice(s) (SUPP ITEM 8).

Ms.Harkness presented a request on behalf of CCBC for an after-the-fact completion for an Apprentice due to a change in Sponsor staff.

A motion to approve the request for an after-the-fact completion of Apprentice was made by Mr.Anderson, seconded by Mr.Wilford and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

9. International Brotherhood of Electrical Workers, Local 26 JATC (Karen Parker) – Request registration of Apprentice(s) with over 50% credit (SUPP ITEM 9).

Ms.Parker presented a request for registration of an Apprentice with over 50% credit for the International Brotherhood of Electrical Workers, Local 26 JATC. She provided some brief background information and offered to take any questions.

A motion to approve the registration of an Apprentice with over 50% credit was made by Mr.Shmelzer, seconded by Mr.Smalls and unanimously approved (*Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent*).

10. Celebree School of Laurel Bush (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program [YOUTH] (SUPP ITEM 10).

See Item 53 for Council vote.

V. CLOSING REMARKS

Chairman Cevey asked Ms.Kytte if she had any updates to share from the Maryland State Department of Education (MSDE).

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Ms.Kyttle shared that there were a number of ineligible courses listed in Youth packets and reminded the Council that any classes that count towards high school graduation cannot be included in the packets. She added that any classes that contain the terms “internship”, “capstone”, “portfolio” are also not eligible courses.

Chairman Cavey asked if any Council member had any other business.

Ms.Woo asked if, given the recent statement from the State regarding Blueprint and Youth Apprenticeship numbers, the packets will include Industry Recognized Credentials (IRC).

Mr.MacLarion said that the Department is currently in the process of developing an internal policy regarding the packets, however, he expects that at some point soon the packets will indicate which programs offer IRCs.

VI. ADJOURNMENT

Chairman Cavey entertained a motion to adjourn. Ms.Woo made the motion to adjourn, Ms.Cornish seconded the motion and the meeting was adjourned at approximately 11:21 p.m. *(Employee, Harry Preston, and Public Representatives, Lateefah Durant and Shaunta Chapple were absent).*

Respectfully Submitted,

Christopher D. Maclarion
Secretary
Maryland Apprenticeship and Training Council