**Present**

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| **Councilmembers** | **Title/Affiliation** |
| **Brian S. Cavey** | **- Chairman/Employee Representative**  |
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| **Allen B. Clinedinst III****Norbert R. Klusmann, Sr.** | **- Employee Representative****- Employee Representative** |
| **Neil E. Wilford, Jr.** | **- Employee Representative** |
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| **Stephanie Anderson** | **- Employer Representative** |
| **Leon W. Bromley** | **- Employer Representative** |
| **Michelle L. Butt** | **- Employer Representative** |
| **Grant Shmelzer** | **- Employer Representative** |
| **David Smarte** | **- Employer Representative** |
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**\*\**Public Representative Shaunta Chapple, Employee David J. Wilson Sr., and USDOL/OA Consultant to the Council Ronald Leonard notified Director Chris MacLarion that they were unable to attend before the meeting convened.***

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| **Other Attendees** | **Title/Affiliation** |
| **David A. McGlone** | **- Deputy Secretary, Maryland Department of Labor** |
| **James Rzepkowski** | **- Assistant Secretary for Workforce Development and Adult Learning (DWDAL),Maryland Department of Labor** |
| **Erin Roth** | **- Deputy Assistant Secretary, DWDAL** |
| **Lloyd Day** | **- Director Office of Workforce Development, DWDAL** |
| **Leza Griffith** | **- Maryland Assistant Attorney General** |
| **Christopher D. MacLarion** |  **- Director, Maryland Apprenticeship and Training Program (MATP)** |
| **Jeffrey W. Smith** | **- Program Manager, MATP** |
| **Kelton Addison** | **- MATP** |
| **Ginamarie Best** | **- MATP** |
| **Coral Crawford** | **- MATP** |
| **Kevin L. Hunt** | **- MATP** |
| **Sheila Jackson** | **- MATP** |
| **Charles Marquette** | **- MATP** |
| **David A. Minges** | **- MATP** |
| **Faith Ramsburg** | **- MATP** |
| **Jennifer D. Runkles** | **- MATP** |
| **Wayne L. Salter** | **- MATP** |
| **Jane Sinclair** | **- MATP** |
| **John P. Taylor** | **- MATP** |
| **Robert J. Zimberoff** | **- MATP** |
| **Charles Wallace** | **- Maryland State Department of Education** |
| **Jennifer Griffin** | **- Maryland State Department of Education** |
| **Jim Foti** | **- U.S. Department of Labor** |
| **Becky Kemp** | **- Maryland Manufacturing Extension Partnership** |
| **Eric Lemon** | **- Dixon Valve and Coupling Company** |
| **Donald Seago II** | **- Dixon Valve and Coupling Company** |
| **Ellen Bredt** | **- Maryland Department of Labor** |
| **Georgeta Wainwright** | **- Delaware Elevator** |
| **Stacey Simmons** | **- Howard County Government** |
| **David Springham** | **- Baltimore Electrical JATC Local 24**  |
| **MaryKay Myers** | **- The Patuxent Partnership** |
| **Bonnie Green** | **- The Patuxent Partnership** |
| **Bonnie Kelly** | **- Forrest Career and Technology Center** |
| **Mason Holden** | **- Washington DC Local 5 Plumbers** |
| **Kenn Hamm** | **- Howard County Department of Public Works** |
| **Mark Nutting** | **- International Union of Elevator Constructors Local No 7** |
| **Jason Danker** | **- International Union of Elevator Constructors Local No 7** |
| **Joe Schiavi** | **- International Union of Elevator Constructors Local No 7** |
| **Jennifer Kuhn** | **- Chesapeake Bay Maritime Museum** |
| **JeanMarie Makres** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Kim Slotnick** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Paula Vogelhut** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Ed Hoover** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Dennis Felts** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Karen Halsted** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Ronald Blaney** | **- Harford County Electrical Contractors Association & Apprenticeship Program** |
| **Tony Strickroth** | **- Rexnord – Cambridge International** |
| **Dwayne Myers** | **- Dynamic Automotive** |
| **Richard Shontere** | **- Dynamic Automotive** |
| **Lee Forman** | **- Dynamic Automotive** |
| **Jose A. Bueso** | **- Dynamic Automotive** |
| **Carl Hall** | **- Prince George’s County Public Schools** |
| **Amy Rock** | **- Prince George’s County Public Schools** |
| **Sam Stefanelli** | **- Prince George’s County Public Schools** |
| **John Van Slyke** | **- Prince George’s County Public Schools** |
| **Alex Baylor** | **- Prince George’s County Public Schools** |
| **Jean-Paul Cadet** | **- Prince George’s County Public Schools** |
| **Brian Stanley** | **- International Union Painters and Allied Trades District Council 53** |
| **Calvin Ball** | **- Howard County Executive** |
| **Lonnie Robbins** | **- Howard County Government** |
| **Anju Bennett** | **- Howard County Government** |
| **Angela Cabellon** | **- Howard County Government** |
| **Raymond Peele** | **- Howard County Government** |
| **Fran Trout** | **- Howard County Government** |
| **Michael Funk** | **- International Union of Operating Engineers Local 37** |
| **Tim Sherwood** | **- Harford Community College** |
| **Kimberly Reid** | **- American Classified Employees-American Federationof State, County and Municipal Employees Local 2250** |
| **Martin Diggs** | **- American Classified Employees-American Federationof State, County and Municipal Employees Local 2250** |
| **Brenda Anderson** | **- AT&T** |
| **Knute Olson** | **- AT&T** |
| **Chris Biondi** | **- Washington DC Local 5 Plumbers** |
| **Ashley Taylor** | **- Washington DC Local 5 Plumbers** |
| **Minah Woo** | **- Howard Community College** |
| **Kristin Navarro** | **- Howard Community College** |
| **Peter Anderson** | **- VSC Fire & Security, Inc.** |
| **Cesar Aguirre** | **- LIUNA Training & Education Fund** |
| **Emily Branchaw** | **- University of Maryland, Baltimore County** |
| **Erica Henters** | **- ISI, Baltimore** |
| **Adrienne Summers** | **- American Association of Community Colleges**  |
| **Jermaine Johnson** | **- Baltimore Alliance for Careers in Healthcare** |
| **Ron Schell** | **- Local 486 Steamfitters and Plumbers Union** |
| **John D. Wilson** | **- SMART Local 100** |
| **Charles Hayden** | **- Heating and Air Conditioning Contractors of Maryland** |
| **Jason McDonald** | **- Baltimore Washington Laborers Joint Apprenticeship and Training Committee** |
| **Mance McCall** | **- Sergeant, Maryland Natural Resources Police** |
| **Leo Thuman** | **- Maryland Department of Labor** |
| **Rhonda Dallas** | **-Prince George's Arts and Humanities Council**  |

**Chairman Cavey called the meeting to order at 9:06 a.m. at IBEW Local 24, Champagne Ballroom, 2701 West Patapsco Avenue, Baltimore, Maryland 21203.**

**I. National Apprenticeship Week and Inaugural Maryland Apprenticeship Awards Ceremony**

Chairman Cavey said before the Council would proceed with regular business, James Rzepkowski, the Assistant Secretary for Workforce Development and Adult Learning with the Maryland Department of Labor, was prepared to make a special presentation.

Mr. Rzepkowski thanked the Chairman, Council and all in attendance and introduced himself. He thanked everyone for being present for the Council meeting which coincided with National Apprenticeship Week (NAW). Mr. Rzepkowski said he was pleased to join the Council to celebrate National Apprenticeship Week 2021, on behalf of Maryland Governor Larry Hogan, Lieutenant Governor Boyd Rutherford, and Maryland Department of Labor Secretary Tiffany Robinson.

Mr. Rzepkowski thanked Michael McHale, Neil Wilford, and IBEW Local 24 for volunteering to move the meeting from the school across the parking lot to the larger Champagne Ballroom to accommodate the larger number of attendees who joined the meeting for National Apprenticeship Week. Mr. Rzepkowski thanked IBEW Local 24 for the “kind and generous” breakfast buffet as well.

Mr. Rzepkowski recognized and thanked Maryland Labor Deputy Secretary David A. McGlone and Howard County Executive Dr. Calvin Ball for attending the meeting.

Mr. Rzepkowski said NAW presented an opportunity to highlight Registered Apprenticeship as a proven industry and training model. Mr. Rzepkowski said in Maryland, NAW was an opportunity to present Apprenticeship as a premier workforce solution and strategy.

Mr. Rzepkowski said Maryland accomplished much to celebrate in Apprenticeship. Since 2016, Maryland was awarded more than $12 million from the United States Department of Labor to expand Registered Apprenticeship opportunities. Since 2016, Apprenticeship staff grew from 3.5 employees to 15 employees, including eight Apprenticeship Navigators who worked regionally in Maryland. Mr. Rzepkowski asked Maryland Apprenticeship and Training Program staff to stand and be recognized. Mr. Rzepkowski said for the second consecutive year, the total number of apprentices registered in Maryland was more than 11,000, and at the close of October, 11,498 apprentices were registered. This was a state record. Mr. Rzepkowski said Apprenticeship staff was working hard to increase the number of sponsors and employers participating in Registered Apprenticeship, and the work resulted in a total of 107 new Registered Apprenticeship programs being approved and another 31 previously inactive programs being reactivated.

Mr. Rzepkowski said the Apprenticeship Program was moved into Maryland Labor’s Division of Workforce Development and Adult Learning in 2016. Mr. Rzepkowski quoted Governor Hogan and said, “we did exactly what we said we would do” by growing Registered Apprenticeship and supporting sponsorships in Maryland.

Mr. Rzepkowski then addressed members of the Maryland Apprenticeship and Training Council and recognized them for their volunteerism. He said the Council members rarely sought credit for their work as volunteers but they were passionate about Registered Apprenticeship. Mr. Rzepkowski said the Council spent many hours meeting every other month, and they scrutinized hundreds of pages of documents related to Council meetings. He said Council members also opened their facilities to tours, events and other meetings relevant to Apprenticeship. Council members hosted job fairs and kept Apprenticeship staff informed and knowledgeable.

Mr. Rzepkowski recognized each Council member individually and presented each member with a newly minted Apprenticeship challenge coin. Mr. Rzepkowsi said this was the first time such coins were minted.

Mr. Rzepkowski said Council Member Michelle Butt worked for ABC Baltimore for more than 40 years. She filled many roles and rose to Senior Vice President of Education with ABC Baltimore. Mr. Rzepkowski said he believed Ms. Butt to be the longest-serving Council member, having served since 2003. He said Ms. Butt spent weeks every summer assisting with camps that helped young ladies learn about the trades and developed pathways into Apprenticeship. He said Ms. Butt also advocated for military veterans in many ways.

Mr. Rzepkowski said Council Member Al Clinedinst spent decades with Steamfitters Local 486 as a steamfitter and training director of the related JATC. He said Mr. Clinedinst went above and beyond as a Master Natural Gasfitter and a Master HVAC licensee. Mr. Rzepkowski said Mr. Clinedinst was a master of his craft and a staunch defender of Registered Apprenticeship. Mr. Rzepkowski said Governor Hogan attended the Maryland Apprenticeship and Training Council meeting in which the Maryland Apprenticeship and Training Program commemorated reaching 10,000 Registered Apprentices for the first time. In Mr. Clindedinst’s 40 years of working in Apprenticeship, this was the first time he had seen a Maryland Governor attend a Council meeting. Mr. Rzepkowski said, to the best of his knowledge, this was the first time a Governor had ever attended a Council meeting. Mr. Rzepkowski thanked Mr. Clinedinst for his commitment and passion.

Mr. Rzepkowski said Council Member Dave Smarte made the longest trip among Council members to attend the meeting. He said that coming from the Eastern Shore meant Mr. Smarte made a two-hour-or-more drive to attend most Council meetings. Mr. Rzepkowski said Mr. Smarte rarely missed meetings and participated in numerous Council subcommittees. He said Mr. Smarte was passionate about safety. He said Mr. Smarte had decades of experience as a Union elevator constructor, as a safety and training director, and at the time of the meeting he worked for the National Association of Elevator Contractors. Mr. Rzepkowski said Mr. Smarte would not compromise on safety and was a constant advocate for safety as a Council member.

Mr. Rzepkowski said when he met Council Member Norbert Klusmann, one thing was clear, Mr. Klusmann took his role on the Council seriously, and he made safety and education of the Apprentice the highest of all priorities. Mr. Rzepkowski said Mr. Klusmann did not tolerate barriers to Apprenticeship that would prevent job seekers from being hired. He said Mr. Klusmann scrutinized every program consistently and fairly, but firmly. He said Mr. Klusmann worked tirelessly to assure there were no artificial barriers to entry in his own program while serving as training director for Sheet Metal Workers JATC. He said Mr. Klusmann guided the SMART 100 Apprenticeship Program toward removing the requirement that new apprentices have a high school diploma, thus expanding eligibility. Mr. Rzepkowski said Mr. Klusmann’s dedication to expanding diversity and eliminating barriers in all programs increased opportunities for apprentices throughout the state.
Mr. Rzepkowski said Council Member Leon Bromley brought a unique perspective from four decades of industry experience to the Council. He said Mr. Bromley graduated his apprenticeship “right here” at IBEW 24. He said Mr. Bromley maximized his education and skills to advance in the industry and served as a prime example to apprentices and journeyworkers. Mr. Bromley remained in the electrical field but rose to President of Rommel Infrastructure. Rommel Infrastructure had high school students directly entering employment through the School to Apprenticeship pathway (STA).

Mr. Rzepkowski said Council Member Neil Wilford was an electrician for many decades. He said Mr. Wilford took the knowledge and skills he learned through Apprenticeship, and decades working as an electrician to progress to Training Director for the Baltimore Electrical JATC. Mr. Rzepkowski said Mr. Wilford worked passionately for the Council. Mr. Wilford offered guidance to a prospective new program to help it align with Apprenticeship standards and be approved by the Council even though the employer was not part of the same program as Mr. Wilford’s group. Mr. Wilford helped to assure the prospective new program’s apprentices were afforded every opportunity to succeed and be safe. The prospective sponsor went before the Council, was approved, and registered its first apprentice, thanks in part to Mr. Wilford’s guidance.

Mr. Rzepkowski acknowledged that Council Member and Chief David Wilson was unable to attend the Council meeting. Mr. Rzepkowski said Mr. Wilson was a true public servant and Marine Veteran. He said Mr. Wilson was a former Registered Apprentice with Plumbers Local Union 5. Mr. Wilson entered the Apprenticeship program but then had a true calling to service and joined the Prince George’s County Fire Department, like many of his family members. Mr. Rzepkowski said Mr. Wilson brought military experience, skilled trades experience, EMT, and a wealth of knowledge to the Council.

Mr. Rzepkowski said Council Member Stephanie Anderson was one of the Council’s newest members and was a regular attendee of Council meetings for years. Mr. Rzepkowski said Ms. Anderson sought the opportunity to join the Council as soon as that opportunity was available. He said Ms. Anderson’s passion for growing HVACR Apprenticeship opportunities led directly to more and more Apprentices who registered in the occupation. He said Ms. Anderson worked with Harford County Technical High School to create one of the county’s first memorandums of understanding for School to Apprenticeship for their students.

Mr. Rzepkowski acknowledged that Council Member Dr. Shaunta Chapple was unable to attend the Council meeting. He said Dr. Chapple was appointed to the Council while its meetings were held remotely because of the pandemic. Mr. Rzepkowski said Dr. Chapple’s perspective that came from the health care industry was a welcome addition to the Council.

Mr. Rzepkowski said that United States Department of Labor Office of Apprenticeship and Consultant to the Council Ronald Leonard was unable to attend the meeting, but his supervisor, Jim Foti, attended instead. Mr. Rzepkowski thanked Mr. Foti for attending, and asked him to stand and be recognized.

Mr. Rzepkowski said he attended the University of Maryland with Council Member Grant Shmelzer and they were hallmates at one point. Mr. Rzepkowski said he knew Mr. Shmelzer for a long time and they crossed career paths on many occasions. Mr. Rzepkowski said Mr. Shmelzer gave his time to the Council freely and willingly. Mr. Shmelzer was appointed by Governor Hogan to serve on the Council as well as Chairman of the Youth Apprenticeship Advisory Council where he had served since 2015. Youth Apprenticeship started as a pilot with two county school systems and grew into 20 out of 24 school jurisdictions and served as a national model for Youth Apprenticeship. Mr. Shmelzer worked with the Council to ensure that Youth Apprenticeship had the same high standards as Registered Apprenticeship. Mr. Shmelzer brought a dozen employers from his Registered Apprenticeship into Youth Apprenticeship and helped to register and hire dozens of high school Apprentices. Mr. Shmelzer continued to volunteer for every subcommittee related to the Council and was committed to the ongoing expansion of Apprenticeship opportunities.

Mr. Rzepkowski said Chairman Brian Cavey mastered the craft of insulation work through his Apprenticeship. Chairman Cavey worked in the industry and recognized the need for skilled instructors, then began to teach Apprentices at the Heat and Frost Insulators Local 24. Chairman Cavey advanced from teaching to become the Director of Apprenticeship and Training for the School and became the business manager for the local Union. Chairman Cavey continued to give back to Apprenticeship by regularly volunteering to serve on Council subcommittees. Chairman Cavey was awarded his Union’s 2020 national award which was presented yearly to an outstanding individual and training coordinator who had a dramatic impact on the Insulators’ Apprenticeship Program. This was not only a huge honor, but an incredible testament to his dedication, Mr. Rzepkowski said. Chairman Cavey received an Apprenticeship Challenge Coin as well as a Governor’s Proclamation. Mr. Rzepkowski noted that Chairman Cavey was attending a conference in Ocean City on the same date as the Council meeting, so he drove from Ocean City to Baltimore, and was to drive back to Ocean City. Mr. Rzepkowski invited Maryland Department of Labor Deputy Secretary David A. McGlone, Maryland Apprenticeship and Training Program Director Chris MacLarion, and Chairman Cavey to the venue’s stage to present the Governor’s Proclamation to the Chairman. Mr. Rzepkowski asked all the Council members to come on stage for a photo opportunity related to National Apprenticeship Week.

Mr. Rzepkowski said without the dedication of Council members, the Apprenticeship Program would not have achieved its many successes in the past five years. Mr. Rzepkowski recognized Charles Wallace who acted as Council advisor from the Maryland State Department of Education. Mr. Rzepkowski asked the audience to join him in congratulating the Council.

Mr. Rzepkowski transitioned into presenting the 2021 Maryland Apprenticeship Awards. Mr. Rzepkowski said the award winners “are our Apprenticeship superheroes.” Mr. Rzepkowski said the Maryland Apprenticeship Awards were new in 2021 as the inaugural year. He said the award winners deserved credit for their contributions to Apprenticeship. Mr. Rzepkowski said nominations were solicited through a public process, a review team scored nominations and 10 winners were selected in five categories: Apprenticeship, Business, Mentor, Youth Apprenticeship and overall Apprenticeship Program.

Mr. Rzepkowski announced the winner for the Business category: AT&T Catapult for its Apprenticeship Program with Howard Community College. Mr. Rzepkowski invited AT&T Client Executive and Vice President Knute Olson to accept the award. Mr. Rzepkowski said the AT&T Catapult Apprenticeship Program with Howard Community college offered a one-of-a-kind opportunity for students to pursue IT careers with a security clearance. Depending on their IT occupational track, the apprentices earned industry recognized certifications such as Security+, Network+, and Linux administration. All apprentices earned college credits in the program. The Apprenticeship Program not only paid for college but also wages for their work, which allowed for a new opportunity for students who could not previously afford to pursue IT careers. Mr. Rzepkowski said the Program was also notable for producing a diverse field of future IT talent: 30% of apprentices were black, 13.3% Asian, 10% Hispanic, and 3.3 percent were two or more races.

Mr. Rzepkowski announced the first winner for the Apprenticeship Program category: Harford County Electrical Contractors. Mr. Rzepkowski said a number of representatives attended the meeting and invited them onstage to accept the award. Mr. Rzepkowski said the HCECA Apprenticeship Program trained and supported electrical apprentices for 44 years and graduated countless electricians. Many of these graduates continued in their careers to become contractor members that were employing, training and mentoring future generations of electricians. He said the program was “the definition of quality and value.” Mr. Rzepkowski said the HCECA Apprenticeship instructors had 164 years of combined experience. He said Apprentices who were interested had the opportunity to earn between 19 and 21 college credits. Mr. Rzepkowski said Dept. of Labor representatives “have long said” that Registered Apprenticeship and college credits “go hand in hand” and the Department continued to work toward that goal.

Mr. Rzepkowski announced the second winner for the Apprenticeship Program category: Prince George’s County Public Schools Joint Apprenticeship and Training Program. Mr. Rzepkowski called Sam Stefanelli and John Van Slyke of PGCPS; and Martin Diggs, of American Classified Employees-American Federation of State, County and Municipal Employees Local 2250, to the stage to accept the award. Mr. Rzepkowski said the PGCPS Apprenticeship Program was the first and only one of its kind in the State of Maryland. PGCPS created the program with their Union partner to apprentice their own students and invest in their training and education beyond high school, in order to resolve their own staffing needs. Mr. Rzepkowski said a key component of the program was the support Apprentices received throughout the program from their instructors and mentors.

Mr. Rzepkowski announced the third winner for the Apprenticeship Program category: The Howard County Government Joint Apprenticeship and Training Committee. Mr. Rzepkowski invited Dr. Ball onto the stage. Mr. Rzepkowski said the program was initiated as a partnership between the county’s office of human resources and the American Federation of State, County and Municipal Employees (AFSCME). Mr. Rzepkowski said the program was a model of collaboration between county government, the local union, the Local Workforce Area, and apprenticeship education providers. He said the partnerships the program worked so hard to build would sustain the program for years to come. Mr. Rzepkowski invited Dr. Ball to speak. Dr. Ball thanked everyone in attendance. Dr. Ball said that the meeting was held nearly two years into one of the most challenging times in United States history. Dr. Ball said the work of apprenticeship in general helped create hope, transformed people’s lives, their livelihoods, and the trajectory of their families’ futures. Dr. Ball asked numerous representatives from Howard County and the program to join him onstage.

Mr. Rzepkowski announced the winner of the Youth Apprenticeship category: The Patuxent Partnership Tech Jobs Rule Program in Southern Maryland. Mr. Rzepkowski called MaryKay Myers of the Patuxent Partnership, and Bonnie Kelly, the Apprentice Maryland Program coordinator for St. Mary’s County Public Schools, to the stage. Mr. Rzepkowski said the youth apprenticeship program was designed to fill a workforce gap of skilled

artisans in the STEM and manufacturing fields. The program was piloted in the 2019-2020 school year with eight senior students working for three companies and the Naval Air Warcraft Center Aviation Division. Mr. Rzepkowski said 20 students were participating at 14 companies during the 2021-2022 school year.

Mr. Rzepkowski said the next category was Mentors. He said the role of the mentor, “simply could not be overstated.” Mr. Rzepkowski said three mentors were recognized in the category.

Mr. Rzepkowski announced the first winner of the Outstanding Mentor category: Mason Holden of the Washington DC Joint Plumbing Apprenticeship Committee Local 5. Mr. Rzepkowski said Mr. Holden was himself a graduate of the program who later became an instructor. Mr. Rzepkowski said Mr. Holden always made himself available to his students and offered weekly tutoring sessions, review classes and one-on-one assistance. Mr. Rzepkowski said Mr. Holden was instrumental in developing reasonable accommodations for the program’s first fully hearing-impaired student and learned American Sign Language to support his student. While the student was waiting to be placed on the job site, Mr. Holden worked with a shop instructor to demonstrate tools, fittings and pipe to explain what the full immersive experience in the field would be like.

Mr. Rzepkowski announced the second winner of the Mentor category: Joe Schiavi, an instructor of all four levels of the National Elevator Industry Education Program Local 7. Mr. Rzepkowski said Mr. Schiavi went “far above and beyond” simply providing apprentice students with technical knowledge. Mr. Rzepkowski said he also taught apprentices the importance of taking pride in their craftsmanship, and the importance of practicing safety at all times. Mr. Rzepkowski said Mr. Schiavi stayed in touch with apprentices after they completed and took a real interest in their careers.

Mr. Rzepkowski announced the third winner of the Mentor category: Charles Hayden of the Heating and Air Conditioning Contractors of Maryland. Mr. Rzepkowski said Mr. Hayden inspired and encouraged young HVAC technicians for many years. Mr. Rzepkowski said Mr. Hayden was a dedicated volunteer to the education committee as education chairman who constantly evaluated and revised curriculum for improvement. Mr. Rzepkowski said Mr. Hayden formed strong bonds with his students as an instructor. Mr. Hayden continued to mentor apprentices even after they graduated.

Mr. Rzepkowski said two individuals were chosen for the category of Outstanding Apprentice.

Mr. Rzepkowski announced the first winner of the Apprentice category: Karina Lebron of the Prince George’s County Public Schools program who was unable to attend. Mr. Rzepkowski said Jean-Paul Cadet and Amy Rock of PGCPS attended on behalf of Ms. Lebron. Mr. Rzepkowski said Ms. Lebron was a high achiever and immigrant who worked tirelessly to overcome language barriers to pursue a career as an HVAC technician with PGCPS. Mr. Rzepkowski said Ms. Lebron overcame pressure to pursue a more traditional occupation for females. Mr. Rzepkowski said Ms. Lebron’s co-workers and supervisors appreciated her positive attitude and strong work ethic.

Mr. Rzepkowski announced the second winner of the Apprenticeship category: Richard Shontere of Dynamic Automotive. Mr. Rzepkowski said Mr. Shontere was the very first Apprentice to graduate from both the Youth Apprenticeship and adult Registered Apprenticeship programs in Maryland. Mr. Shontere first graduated from the Youth Apprenticeship Programs at Brunswick’s Automotive and Frederick County CTC Automotive, then graduated from Dynamic’s Registered Apprenticeship Program. Mr. Rzepkowski said Mr. Shontere was an important voice for Apprenticeship who spoke regularly at events to share his experiences and encourage others to become Apprentices. Mr. Rzepkowski said Mr. Shontere was featured in a video created by the National Institute for Automotive Service Excellence that inspired others to join Registered Apprenticeship.

Mr. Rzepkowski congratulated all the award recipients on behalf of the Hogan Administration, Secretary Robinson and himself. He offered his sincere thanks for their work in helping to make Maryland a national leader in Registered Apprenticeship. All the award winners received certificates and the newly minted challenge coins.

Mr. Rzepkowski asked Chairman Cavey if a 10-minute break was acceptable. Chairman Cavey said yes. Mr. Rzepkowski invited the attendees who were there for the award ceremony to remain for the meeting or to leave if they so desired. Mr. Rzepkowski said the Council meeting would begin again at 10 a.m.

After the 10-minute break, Mr. Rzepkowski presented a challenge coin to Mr. Wallace. Mr. Rzepkowski thanked Mr. Wallace for his many years of service and for always updating the Council on items relevant to Kindergarten to 12th grade education, as well as Career and Technology Education.

Mr. Rzepkowski turned the meeting to Chairman Cavey and Chairman Cavey thanked him.

Chairman Cavey asked all in attendance to introduce themselves then all attendees made brief introductions. Chairman Cavey wished everyone a good morning.

**II. Minutes of the September 14, 2021, Maryland Apprenticeship and Training Council meeting.**

Before the Council meeting but after Council members received the packet which coincided with the meeting’s agenda, the Council received a revised version of the September 14, 2021, minutes.

A motion to approve the revised minutes was made by Mr. Bromley, seconded by Mr. Smarte and unanimously approved (Dr. Chapple and Mr. Wilson absent).

Chairman Cavey asked Mr. MacLarion for his director’s report.

**III. DIRECTOR'S REPORT**

**A.**  Mr. MacLarion said his report would be shorter than normal then thanked the Council and guests for attending the morning’s award ceremony. Mr. MacLarion said the awards were a great way to honor the Council and highlight the positive impact of Apprenticeship in Maryland.

**B.** Mr. MacLarion asked potential speakers to speak clearly, and said the meeting was recorded to produce minutes.

**C.** Mr. MacLarion thanked Mr. Foti for attending.

**D.** Mr. MacLarion offered an Apprenticeship Training Fund update:

* Total Fund Balance as of October 31st, 2021, after all obligations was $1,144,792.19
* September contributions: $9,689
* October contributions: $19,274.64
* There was one payment from the fund which was for $321.85 in September that was used to reimburse costs for the Maryland Association of Counties Apprenticeship Presentation during the summer.

**E.** Mr. MacLarion said during the September Council meeting, he offered an update from the USDOL Office of Apprenticeship and that office was reviewing the Maryland Apprenticeship and Training Program revision submission related to 29 CFR Part 30 Equal Employment Opportunity In Apprenticeship and Training. Mr. MacLarion said there was one minor correction that was submitted to the USDOL office. Mr. MacLarion said the USDOL office completed its review and gave tentative approval to implement the new Maryland State plan for Equal Employment Opportunity in Registered Apprenticeship, and the Council would be updated with next steps during the January meeting.

**F.** Mr. MacLarion said the Council meeting coincided with the second day of National Apprenticeship Week. Mr. MacLarion thanked Mr. Foti. Mr. MacLarion thanked Mr. Wilford for making arrangements to accommodate a larger audience at the venue.

**G.** Mr. MacLarion said the Ratio Subcommittee completed its work and the resulting recommended guidance appeared as an agenda item in this Council meeting. Mr. MacLarion thanked the subcommittee for its time, work and open discussions, as they worked to update guidance to come within USDOL compliance.

**H.** Mr. MacLarion offered an update on the subcommittee with the Maryland Higher Education Commission, the Maryland Apprenticeship and Training Council and community colleges. Mr. MacLarion said a meeting was added on December 1, 2021, and the Council would be updated during its January meeting.

**I.** Mr. MacLarion said four packets were available for Council review that contained materials representing changes to documents that were requested by the Council in a previous Council meeting.

 A motion to accept the Director’s Report was made by Mr. Smarte, seconded by Mr. Wilford and unanimously approved (Dr. Chapple and Mr. Wilson absent).

**IV. OLD BUSINESS**

 **A. NEW PROGRAMS:**

**1.** Prince George’s Arts and Humanities Council (Ginamarie Best) – Occupation of Public Artist and Related Worker. Related instruction to be provided in-house. Request for registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices. (item 1)

 This request for registration of Standards of Apprenticeship was tabled at the July 13, 2021, Council meeting to obtain clarification on several areas of concern raised by Council members.

 Mr. Shmelzer asked if the classes offered at Montgomery Community College and Prince George’s Community College occurred concurrently or if they were taken separately. Ms. Best said the first courses would be safety then apprentices would attend Prince George’s Community College followed by Montgomery Community College, then there were in-house offerings. Mr. Shmelzer said he was concerned that if a class didn’t run, it would throw the classes out of sequence. Mr. Shmelzer asked if these were sequential building blocks or modules. Ms. Best said she was unsure and she could follow up. Mr. Shmelzer said he was concerned that if classes fell out of sequence, the apprenticeship would have to be extended. Ms. Best said this was not uncommon and apprenticeships were sometimes extended when classes weren’t held in the correct order.

A motion to approve the request for Registration of Standards and for registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices was made by Mr. Wilford, seconded by Mr. Clinedinst and unanimously approved (Dr. Chapple and Mr. Wilson absent).

A representative from the sponsor said she was very excited about the program. She said projects were already lined up and partners were waiting for this approval. She said when the provisional review would occur in a year, the Council would be proud of the results. She said the program would have a positive impact on Prince George’s County.

**V. NEW BUSINESS**

 **A. NEW PROGRAMS:**

**1.** International Union of Painters and Allied Trades District Council 63 (Jennifer D. Runkles) – Request for Registration of Standards of Apprenticeship for the occupations of Painter-Decorator, Painter, Industrial Coating & Lining Application Specialist, Drywall Finisher (Taper) and Glazier. Request for registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices. (item 2)

Mr. Wilford asked if the sponsor was already registered in West Virginia. Ms. Runkles answered yes.

A motion to approve the Registration of Standards and registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices was made by Mr. Shmelzer, seconded by Mr. Klusmann and unanimously approved (Dr. Chapple and Mr. Wilson absent).

A sponsor’s representative said the program had recently experienced some growing pains and a changeover in staff, and thanked the Council for its approval.

**2.** VSC Fire & Security, Inc. (Jane Sinclair) – Request for registration of Standards of Apprenticeship for the occupation of Sprinkler Fitter. Related instruction to be provided in-house using the American Fire Sprinkler Association curriculum. Request for registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices. (item 3)

Chairman Cavey asked if Ms. Sinclair was also seeking approval of an Affirmative Action Plan. Ms. Sinclair said yes.

Mr. Shmelzer said the packet looked good for the most part. Mr. Shmelzer asked about the qualification that required an apprentice to be able to lift 100 pounds. Mr. Shmelzer asked how the prospective sponsor would test this qualification. Ms. Sinclair asked the prospective sponsor’s representative to address the question. The prospective sponsor’s representative said the need for the ability to lift 100 pounds was dependent on the work required at any given job site. Mr. Shmelzer clarified his question and asked how the sponsor would test a prospective apprentice’s ability to lift 100 pounds. The prospective sponsor’s representative said the weight limit could be lowered. Ms. Sinclair asked if lowering the weight limit would be acceptable to the Council.

Chairman Cavey further clarified. Chairman Cavey asked how the prospective sponsor would know if a prospective apprentice was able to lift 100 pounds. Chairman Cavey asked if the prospective sponsor would perform a pre-hire physical. The prospective sponsor’s representative said there would be no pre-hire physical. Chairman Cavey asked if the prospective sponsor would be able to provide proof as to whether or not a prospective apprentice could lift 100 pounds. The prospective sponsor’s representative said he agreed there would be no proof because the ability would not be verified.

Mr. Klusmann said three states were listed for the recruitment zone. Mr. Klusmann asked if the apprenticeship opportunity was only open to applicants from the three states. The sponsor’s representative said those were the three states where the prospective sponsor performs work. Mr. Klusmann asked if the prospective sponsor worked in Washington, D.C. The prospective sponsor’s representative said there was occasional work in Washington, D.C. Mr. Klusmann suggested this was a form of gatekeeping.

Chairman Cavey recommended removing the residency requirement and removing the requirement of the ability to lift 100 pounds. The prospective sponsor’s representative approved of these suggested changes.

Mr. Taylor said there was a caveat to the residency requirement, “and or any location able to get to or from the job and school,” Mr. Taylor said. Mr. Taylor said that might include Washington, D.C. or North Carolina, as examples. Chairman Cavey said if that was the case, why not just remove it.

Mr. Klusmann said once something was put in writing a decision maker could point to it and say an applicant was disqualified because the applicant resided in Washington, D.C. Mr. Klusmann said this was why he would prefer that the residential requirement be removed.

Chairman Cavey again suggested removing the residential requirement language.

Ms. Anderson said she noticed classes were scheduled for 3:30 p.m. Ms. Anderson asked if this would present challenges related to attendance and arriving on time. Ms. Anderson asked if this would create a barrier to employment. Ms. Sinclair said the workday starts very early in the morning and the class schedule was not an issue.

Mr. Wilford said the prospective sponsor had 85 employees but only 11 were journeyworkers. Mr. Wilford asked if the other employees were support staff. Ms. Sinclair said they worked in various occupations, and the company offered other services beyond the Apprenticeship occupation.

Mr. MacLarion said a revised document would be provided to the Council in the January meeting including a change in the residency to nonapplicable with the exception of the ability to get to and from the job and school. Mr. MacLarion said the document would strike the ability to lift 100 pounds but the ability to work off ladders and lifts would remain.

Following the motion on this item but before the vote, Mr. Wilford asked if the prospective sponsor had registered apprenticeships for other occupations. The prospective sponsor’s representative also offered security alarm services, but his portion of the company focused on fire alarms and sprinklers.

A motion to approve the Registration of Standards and registration of an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices to include revisions stated by Mr. MacLarion was made by Mr. Shmelzer, seconded by Mr. Klusmann and unanimously approved (Dr. Chapple and Mr. Wilson absent).

The sponsor’s representative thanked the Council for the opportunity to offer Apprenticeship in Maryland.

**3.** Cambridge International, Inc. (Robert J. Zimberoff) - Request for registration of Standards of Apprenticeship for the occupation of Maintenance Technician. Related instruction will be provided on-line through Tooling U-SME and at Chesapeake College. (item 4)

Mr. Klusmann said the qualifications section listed Maryland, Delaware and Virginia as the recruitment areas. Mr. Zimberoff said this was driven by the location of the prospective sponsor’s facility in Cambridge and the states were listed by proximity on the Delmarva Peninsula and this would open a two-to-three-hour driving radius. Mr. Klusmann said greater distances should be allowed. Mr. Klusmann said he wanted to allow for more opportunities. Mr. Zimberoff suggested including Washington, D.C. Mr. Klusmann suggested the opportunity should be more open. Mr. MacLarion suggested changing the qualification to residence non applicable and the ability to get to and from work and the school site. Mr. Klusmann agreed to Mr. MacLarion’s suggested language change.

Mr. Clinedinst asked Mr. Zimberoff to explain the language in the last sentence of the last paragraph in section No. 7 Apprentice Wages. Mr. Clinedinst asked how many occupations were included in the prospective new program. Mr. Zimberoff said there was only one occupation, maintenance technician. Mr. Clinedinst asked about the “… average journeyworkers hourly rate …” language including in section No. 7 of the standards. Mr. Zimberoff said the journeyworker rate was $25 and asked the intent of Mr. Clinedinst’s question. Mr. Clinedinst suggested the language should be removed. Mr. Wilford suggested removing the word “average”. Mr. Wilford said perhaps the reason for the language was because someone’s wages were driving the average down. Mr. Zimberoff suggested removing the word “average”. Mr. Clinedinst said he would like to strike the whole sentence. Chairman Cavey said he thought all the standards in Maryland had the same language that concerned Mr. Clinedinst. Mr. MacLarion said individual employer standards of apprenticeship include that language. Mr. MacLarion said what was common was that a new journeyworker might make $25 but another journeyworker in the same occupation who had been with the company for 35 years might make $45. Mr. MacLarion said as an individual employer, the prospective sponsor was bound to the wage on the progressive wage chart, in this case it was $25. However, with standards related to a group program, the journeyworker rate would be identified as the average for all employers, and during a review the progressive wage would be measured based on the journeyworker rate for a particular employer. Mr. MacLarion said the language of concern was in all standards including the standards that were approved in previous agenda items in this day’s Council meeting. He said the language enabled program staff to monitor and audit sponsors’ programs.

Mr. Wilford said the 2000 form included in the packet should read “average journeyworker rate”. Mr. MacLarion said the 2000 was a staff monitoring document. Mr. MacLarion said the word “average” simply didn’t fit on the formatted 2000 sheet. Mr. MacLarion said the 2000 form was not built into the registered Standards of Apprenticeship, but it was part of the packet which was typically presented to Council. Mr. Wilford said the use of the word “average” was cause for further discussion at a later date. Mr. Wilford asked if the average journeyworker rate was affected by scale work. Mr. MacLarion said scale work did not necessarily affect the base rate. Mr. MacLarion said staff regularly considers the implications of pay rates related to scale work when reviewing programs which would likely lead to a more meticulous review.

Mr. Wilford said, in the case of this new program that was being considered, the apprentice would not earn less than 72 percent of the $25 journeyworker rate. Mr. MacLarion said this was correct. Mr. Clinedinst and Mr. Wilford thanked Mr. MacLarion for the clarification.

Mr. Shmelzer asked the prospective sponsor’s representative and journeyworker/mentor if he still worked in Texas because the resume included with the packet listed Texas as the place of employment. The prospective sponsor’s representative said his resume was slightly outdated and he worked in Cambridge as he had in the past before Texas. Mr. Shmelzer asked if there was a sequence to the classes. The prospective sponsor’s representative said there was no firm sequence for the sake of flexibility. The prospective sponsor’s representative said the apprentice he had in mind already had a considerable amount of experience, and he wanted the flexibility to tailor the education to the would-be apprentice’s needs. Mr. Shmelzer said in some cases, especially electrical, the sequence of the education was important for the sake of the apprentice’s experience. The prospective sponsor’s representative said if an apprentice already obtained a certain skillset, the apprentice would be able to start instruction at a more advanced level. Mr. Shmelzer said he didn’t necessarily agree with that.

Mr. Klusmann asked if the prospective sponsor had skill assessment protocols in place. The prospective sponsor’s representative said yes. Mr. Smarte asked if assessments included tests or if the assessment was an assumption. The prospective sponsor’s representative said the skills matrix was a documented assessment within the facility.

Mr. MacLarion said when a new sponsor comes into the Apprenticeship program, quite often the new sponsor identified an employee for Apprenticeship, if not it would be difficult to start a new program. Mr. MacLarion said in this case, should the Apprentice receive advanced credit, a sequence of classes could be missing, but in industrial maintenance, it was not uncommon for an Apprentice to work on a piece of equipment that would not be in line with a sequential educational model.

A motion to approve the Registration of Standards of Apprenticeship including revisions to qualifications stated by Mr. MacLarion was made by Mr. Smarte, seconded by Mr. Wilford, and unanimously approved (Dr. Chapple and Mr. Wilson absent).

 The sponsor’s representative thanked the Council for its approval.

 **B. PROGRAM REVISIONS:**

**1.** CMH, Inc. dba CroppMetcalfe (Ginamarie Best) - Revision to Apprentice Wage Progression Schedules for the occupations of Plumber and HVACR Technician. (item 5)

A motion to approve this Revision was made by Mr. Shmelzer, seconded by Mr. Klusmann and unanimously approved (Dr. Chapple and Mr. Wilson absent).

**2.** UMBC Training Centers (Sheila Jackson) Revisions to change the occupational title from Certified Cyber Analyst Operator to Cyber Security Analyst, to revise the schedule of on-the-job training and related instruction curriculum and to revise the Apprentice Wage Progression schedule. (item 6)

 A motion to approve this Revision was made by Mr. Klusmann, seconded by Mr. Smarte and unanimously approved (Dr. Chapple and Mr. Wilson absent).

 The sponsor’s representative thanked the Council, Ms. Jackson and program staff.

**3.** Franklin Apprenticeships (Faith Ramsburg) – Revision to change the related instruction for the occupation of Computer User Support Specialist (Cloud Support Associate) to in-house with a virtual classroom format using CompTIA and Microsoft Curriculum. (item 7)

 A representative from the sponsor was unable to attend and this item was tabled for the January Council meeting.

**4.** Franklin Apprenticeships (Faith Ramsburg) – Revision to change the related instruction for the occupation of Network Support Specialist to in-house. (item 8)

 A representative from the sponsor was unable to attend and this item was tabled for the January Council meeting.

**5.** Franklin Apprenticeships (Faith Ramsburg) – Revision to add the occupation of Software Engineer. Related instruction to be provided in-house by Franklin Apprenticeships. (item 9)

 A representative from the sponsor was unable to attend and this item was tabled for the January Council meeting.

**6.** Insulation Solutions, Inc. (Faith Ramsburg) - Revisions to amend qualifications for apprenticeship and to add an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices. (item 10)

 Mr. Shmelzer asked, in the qualifications, how the ability to read or write was measured. Was this the ability to read or write in English, Mr. Shmelzer asked. Ms. Ramsburg said this was the ability to read or write in English. The sponsor’s representative did not have a method in place, but suggested offering a simple reading and writing test in English. Mr. Shmelzer said the sponsor should provide a standardized method to determine aptitude in reading and writing English, so applicants could be measured equally. Mr. Klusmann said there are standard, basic reading and writing tests that the sponsor could utilize. Chairman Cavey said the sponsor should find a test that’s verified and standardized. Ms. Ramsburg asked the sponsor’s representative if using a standardized test was acceptable and the sponsor’s representative answered yes.

 Mr. MacLarion clarified that the sponsor’s standards would be revised to state an Apprentice must be able to read and write English by providing a basic standardized reading and writing assessment which the sponsor would supply in an Apprentice’s folder when reviewed by Apprenticeship program staff.

 A motion to approve the revisions to amend qualifications for apprenticeship with further revisions suggested by Council and detailed by Mr. MacLarion, and to add an Affirmative Action Plan with apprentice selection procedures and goals and timetables for minority and female apprentices was made by Mr. Klusmann, seconded by Mr. Bromley and unanimously approved (Dr. Chapple and Mr. Wilson absent).

 The sponsor’s representative thanked the Council.

**7.** Dixon Valve and Coupling Company (Robert J. Zimberoff) - Request for reactivation of the occupation of Tool and Die Maker with an updated schedule of on-the-job training work processes and related instruction. (item 11)

 Mr. Wilford asked if the training would be solely online. The sponsor’s representative said the related instruction was online but the training would be hands on. Mr. Wilford asked if the hands-on portion would occur at the facility or offsite. The sponsor’s representative said it would be provided onsite.

 A motion to approve this reactivation was made by Mr. Klusmann, seconded by Mr. Smarte and unanimously approved (Dr. Chapple and Mr. Wilson absent).

 Mr. MacLarion said this reactivation came from a program that was one of the first competency-based programs approved for manufacturing by Council. Mr. MacLarion said that every single apprentice graduated in that first cohort. Mr. MacLarion said the sponsor was one of, if not the largest sponsor in Kent County. Mr. MacLarion said the Eastern Shore was a challenging location in which to grow Rgistered Apprenticeships, and he was glad to see the sponsor reactivate the occupation. Mr. MacLarion said the three representatives traveled a long way to be at the meeting.

 The sponsor’s representative thanked the Council and acknowledged that another attendee from the sponsor was there, the tool and die maker supervisor. He said the supervisor was a Navy veteran and took time out of his busy schedule to be there. The Navy veteran received a round of applause.

 **C. PROGRAM REVIEWS [Five (5) or More Apprentices]:**

**1.** I.E.C. Chesapeake, Inc. (Coral Crawford) (item 12)

 Ms. Crawford said the sponsor’s representative was Mr. Shmelzer who was also a member of the Council.

 Following Ms. Crawford’s full report, Mr. Shmelzer said he would like to clarify that D.C. and Virginia should be included on Page 2 of the report. Mr. Shmelzer asked to be recused.

 A motion to accept this review was made by Mr. Smarte and seconded by Mr. Klusmann, with Mr. Shmelzer recused as the sponsor’s representative, all other members approved the motion (Dr. Chapple and Mr. Wilson absent).

 Mr. Clinedinst spoke after the vote to accept the review. Mr. Clinedinst said the Council regularly saw that sponsors did not meet the goals to increase the number of female apprentices. Mr. Clinedinst said he heard the Department of Labor was to receive more funds. Mr. Clinedinst asked if a group or committee could be formed to help get the word out to females and organizations to spread the word on Apprenticeship opportunities. Mr. Clinedinst said the reviews showed, time and again, that sponsors were struggling to meet their goals to employ female Apprentices. Mr. Clinedinst questioned what sponsors and the Council would do once 29 CFR Part 30 became a reality. Mr. Clinedinst asked how the Council could show it was assisting sponsors in meeting those goals. Chairman Cavey said he agreed with Mr. Clinedinst. Mr. MacLarion agreed that very few sponsors were meeting goals to hire female apprentices, especially in the skilled trades. Mr. MacLarion said the sponsors who met their goals tended to have four or fewer apprentices. Mr. MacLarion said the Affirmative Action Plan and related regulations required more than just passive action; they required a good faith effort from sponsors. Mr. MacLarion said examples of good faith effort included advertising and outreach campaigns, outreach by sponsors directly to females followed by assistance and advice in applying for apprenticeships, and allowing female apprentices and journeyworkers time to make presentations to potential applicants. Mr. MacLarion said the system required a holistic view. Mr. MacLarion said he thought he spoke on behalf of the Department of Labor and said sponsoring events for females was worth consideration. Mr. MacLarion said the Department sponsored such events in the past, but Mr. MacLarion also suggested a more collective approach would be helpful. Mr. MacLarion suggested creating a small subcommittee to make a more concentrated effort.

 Mr. Shmelzer said he struggled to find an answer. Mr. Shmelzer detailed a particular challenge in which his program hired females, they nearly reached completion, but then they would be hired by a federal agency. Mr. Wallace said the Maryland Center for Construction Education and Innovation was actively targeting this nontraditional group and he suggested the Center be included in the conversation. Chairman Cavey said this subject was worth addressing and asked that Council members offer suggestions to Mr. MacLarion that could be brought before Council at a later date. Mr. MacLarion said the Council was powerful, it had a lot to consider, and results could be frustrating, but the Council was eliminating barriers for good reasons. Mr. MacLarion said the statistical summary related to reviews and female applications and completions was a document that received very serious consideration from staff. Mr. MacLarion said, overall, the Council and staff needed to look at ways to create a bigger density of female Apprenticeship applicants. DWDAL Deputy Assistant Secretary Erin Roth said she supported this effort. Ms. Roth said the great resignation was occurring. Ms. Roth said that females were not entering the workforce at the same rate as before the pandemic, citing COVID concerns and childcare issues as examples of causes for the trend. Ms. Roth said she supported the effort, but this was an issue that went beyond skilled trades and Apprenticeship.

**2.** I.E.C. Chesapeake, Inc. (Christopher D. MacLarion) - Ratio Review. (item 13)

 Mr. MacLarion said this item was a continuation of the previous agenda item (item 12). Mr. MacLarion said the sponsor’s representative was Mr. Shmelzer, a member of the Council. In Mr. MacLarion’s report, he said the standards allowed for a ratio of two apprentices to one journeyworker, and this was not the normal ratio for Apprenticeship in Maryland. The usual ratio was one journeyworker to one apprentice. Based on staff’s review, Mr. MacLarion recommended rescinding the 2:1 ratio and restoring a ratio of 1:1 with the additional recommendation that the sponsor’s employers that were already awarded work or awarded work prior to November 16, 2021 be allowed to complete that work within the 2:1 ratio. Mr. MacLarion recommended that all the sponsor’s employers be notified of the ratio change. Mr. MacLarion recommended that the sponsor be allowed to reapply for an expanded ratio in the future should the sponsor be able to show it could administer an expanded ratio.

 A motion was made by Mr. Smarte to approve this review and all recommendations made by Mr. MacLarion, seconded by Mr. Clinedinst, and with Mr. Shmelzer recused, all other members approved the motion (Dr. Chapple and Mr. Wilson absent).

 Following the vote, Mr. Shmelzer said this was a learning experience and new regulations that came in after the ratio was expanded created additional challenges in administering an expanded ratio. Mr. Shmelzer said in the future, there was potential to provide for an expanded ratio. Mr. Shmelzer said new legislation in Maryland related to electrical licensure would normalize this licensure and this might allow for an expanded ratio in the future. Mr. Shmelzer thanked the Council for allowing the expanded ratio, but it didn’t quite work at the time of the meeting.

 **D. PROGRAM REVIEWS [Fewer Than Five (5) Apprentices]:**

**1.** The following program review was performed and the program was found to be conducted in a satisfactory manner. [No Council Action Required]:

a. DARCARS Automotive Group – Occupation of Automotive Technician
 (Ginamarie Best). (item 14)

 **E. PROVISIONAL REVIEWS:**

**1.** Textron Systems (Coral Crawford). (item 15)

Mr. MacLarion said this was one of the most organized and concise reviews in which he participated. Mr. MacLarion said the sponsor documented the entire program “… from front to back.”

A motion to accept this provisional review was made by Mr. Shmelzer, seconded by Mr. Clinedinst and unanimously approved. (Dr. Chapple and Mr. Wilson absent).

**F. VOLUNTARY REQUESTS FOR CANCELLATION OF STANDARDS OF APPRENTICESHIP:**

**1.** McLane Foodservice Distribution, Inc., Aberdeen, effective September 13, 2021. (item 16)

 Mr. Clinedinst asked if there was a reason to no longer have this apprenticeship since the occupation, truck driver, was in demand. Mr. MacLarion said the sponsors in items 16 and 17 were cancelling their Maryland standards to only participate in their national programs. Mr. MacLarion said this was allowed because neither of the occupations were in construction. Mr. MacLarion said the sponsor listed here in item 16 had dozens of apprentices in its federal program.

A motion to accept this cancellation and the cancellation listed below in these minutes as item 17 was made by Mr. Wilford, seconded by Mr. Bromley and unanimously approved. (Dr. Chapple and Mr. Wilson absent).

**2.** SW Design School, LLC dba K-12 Coders effective October 13, 2021. (item 17)

 A motion to accept this cancellation and the cancellation listed above in these minutes as item 16 was made by Mr. Wilford, seconded by Mr. Bromley and unanimously approved. (Dr. Chapple and Mr. Wilson absent).

**G. OTHER BUSINESS:**

**1.** Plumbers & Steamfitters Local No. 486 JATC (Christopher D. MacLarion) – Request to award a posthumous Certificate of Completion of Apprenticeship. (item 18)

 A motion to approve the award of a posthumous Certificate of Completion of Apprenticeship was made by Mr. Smarte, seconded Mr. Shmelzer, and with Mr. Clinedinst abstained, all other Council members voted yes (Dr. Chapple and Mr. Wilson absent).

**2.** Bauguess Electrical Services, Inc. (Kelton Addison) - Request for credit beyond the fifty percent (50%) level for related instruction only for an apprentice Electrician. (item 19)

 Mr. Addison said the apprentice was newly hired and had verified hours of instructional credit. All documentation was received and verified by staff and presented to the Council with personal identifying information removed.

 Mr. Shmelzer asked how much on-the-job training hours (OJT) were being credited. Mr. Addison said the hours were below the 50-percent threshold needed to bring approval of OJT before the Council. Mr. Shmelzer said he was concerned that the Council would see more and more requests for related instruction credit beyond 50 percent with OJT credit below 50 percent, and the Council should be cognizant of this. Mr. Shmelzer said individuals would take related instruction without OJT and his “… personal belief …” was the practice wouldn’t align with some industries. Mr. Shmelzer said he had no cause to vote against this item, but that the Council should be aware of this burgeoning issue. Mr. Shmelzer said he was concerned apprentices would lose out on learning opportunities that come with hands-on experience through OJT. Mr. Addison said the sponsor also submitted a letter stating the individual who was to receive related instruction credit should the Council approve this item was a very capable and dependable individual and was a tremendous asset to the program.

A motion to approve the related instruction credit was made by Mr. Smarte, seconded by Mr. Shmelzer and unanimously approved. (Dr. Chapple and Mr. Wilson absent).

After the vote on item 20, Mr. MacLarion answered Mr. Shmelzer’s question in this item, item 19, about how many OJT hours were credited to the apprentice in question. Mr. MacLarion said the apprentice was credited with 3,884 hours of OJT as of 45 to 60 days before the Council meeting. Mr. MacLarion estimated the apprentice had 4,000 hours of OJT as of the date of the meeting.

Mr. Shmelzer guessed the apprentice took the year one courses as part of a career and technical education program before becoming a formalized apprentice.

**3.** NPower, Inc. (Jeffrey W. Smith) – Request for After-the-Fact registration and completion of an IT Generalist apprentice. (item 20)

Mr. Smith said the need for this request was caused by the timing of when timely registration should have occurred and interruptions presented by the COVID-19 Pandemic to the sponsor’s usual work routine including office closures and the need for staff to telecommute. Mr. Smith said when the sponsor’s staff returned to a more normal work schedule, the sponsor’s staff noticed the oversight and took immediate action to address the issue.
Mr. Wilford asked, “what is an IT Generalist?” Mr. Smith said this was an entry-level Information Technology position. Mr. Smith said the Apprentice would learn “a little bit of everything” in the industry. Mr. Wilford asked if the occupation provided a career pathway to higher-level occupations. Mr. Smith said there was a pathway, and some programs with the occupation also offered IT Generalist II. Mr. Klusmann asked the length of the program for IT Generalist. Mr. Smith said the program was one-year, 2,000 hours.

A motion to approve the after-the-fact registration was made by Mr. Bromley, seconded by Mr. Klusmann and unanimously approved. (Dr. Chapple and Mr. Wilson absent).

**4.** Request for the approval of the Baltimore City Fire Department to be an eligible employer for Apprenticeship Maryland (Youth) (Charles Marquette). (item 21)

 Chairman Cavey said item 21 through item 29 were youth apprenticeship eligible employer applications and in past Council meetings, the Council voted on such items simultaneously.

A motion to vote on items 21 to 29 together in one vote was made by Mr. Smarte, seconded by Mr. Bromley and unanimously approved (Dr. Chapple and Mr. Wilson absent).

A motion to approve items 21 to 29 together in one vote was made by Mr. Smarte, seconded by Mr. Bromley and unanimously approved (Dr. Chapple and Mr. Wilson absent).

**5.** Request for the approval of Hayes Construction to be an eligible employer for Apprenticeship Maryland (Youth) (Faith Ramsburg). (item 22)

**6.** Request for the approval of Noel Fire Protection to be an eligible employer for Apprenticeship Maryland (Youth) (Jennifer D. Runkles). (item 23)

**7.** Request for the approval of U.C.M.S. Schmankerl Stube Bavarian Restaurant to be an eligible employer for Apprenticeship Maryland (Youth) (Jennifer D. Runkles). (item 24)

**8.** Request for the approval of Salty Creek Electric to be an eligible employer for Apprenticeship Maryland (Youth) (Jane Sinclair). (item 25)

**9.** Request for the approval for the Hyatt Regency Chesapeake Bay Resort, Spa and Marina to be an eligible employer for Apprenticeship Maryland (Youth) (Robert J. Zimberoff). (item 26)

**10.** Request for the approval of NRL & Associates, Inc. to be an eligible employer for Apprenticeship Maryland (Youth) (Robert J. Zimberoff). (item 27)

**11.** Request for the approval of Queenstown Landing to be an eligible employer for Apprenticeship Maryland (Youth) (Robert J. Zimberoff). (item 28)

**12.**  Request for the approval of The Jetty Restaurant to be an eligible employer for Apprenticeship Maryland (Youth) (Robert J. Zimberoff). (item 29)

Chairman Cavey said item 21 through item 29 were youth apprenticeship eligible employer applications and in past Council meetings, the Council voted on such items simultaneously.

A motion to vote on items 21 to 29 together in one vote was made by Mr. Smarte, seconded by Mr. Bromley and unanimously approved (Dr. Chapple and Mr. Wilson absent).

A motion to approve items 21 to 29 together in one vote was made by Mr. Smarte, seconded by Mr. Bromley and unanimously approved (Dr. Chapple and Mr. Wilson absent).

**13.** Maryland Ratio Subcommittee Revised Ratio Guidance. (item 30)

Mr. MacLarion said Council members were presented with three items in their packets relevant to this agenda item: The Maryland Ratio Subcommittee Revised Guidance, the original ratio guidance and the U.S. Department of Labor’s version of the Maryland Ratio Subcommittee Revised Guidance.

 Mr. MacLarion said USDOL issued a circular at the beginning of the year and states were advised to ensure that they were in compliance with the USDOL Circular. Mr. MacLarion said the circular contained information at the end of the document that states ran the risk of losing funding and grant opportunities if they were not in compliance. Mr. MacLarion said a five-member subcommittee began meeting at the beginning of the year, including Chairman Cavey, Mr. Shmelzer, Mr. Klusmann, Mr. Smarte and Dr. Chapple. Originally, three meetings were scheduled but a fourth meeting was also held. Mr. MacLarion said the subcommittee mirrored the USDOL document, and also strengthened the Maryland document to address issues not included in the USDOL document, such as the EMR. Mr. MacLarion said the Maryland document included stronger quality analysis, and a stronger process for going before Council to expand the apprentice-to-journeyworker ratio. Mr. MacLarion said the ratio did not apply to youth apprenticeship or school to apprenticeship.

 Ms. Roth said she was very impressed with the subcommittee, its diligence and discussion. Ms. Roth said the subcommittee and process produced a great document. Chairman Cavey said he agreed with Ms. Roth.

A motion to approve the Revised Ratio Guidance was made by Mr. Shmelzer, seconded by Mr. Smarte and unanimously approved (Dr. Chapple and Mr. Wilson absent).

Chairman Cavey thanked the subcommittee for its work.

**14.** Proposed schedule of Maryland Apprenticeship and Training Council meetings for calendar year 2022. (item 31)

Chairman Cavey asked Mr. MacLarion if the Maryland Department of Labor intended to host the January 2022 meeting in Baltimore. Mr. MacLarion said since meeting attendance has grown, the Department of Labor did not intend to host the meeting because the conference room in The Baltimore office was not large enough.

Chairman Cavey invited Council members and those in attendance an opportunity to host Maryland Apprenticeship and Training Council meetings in 2022. Chairman Cavey then offered to host the January meeting on behalf of the Heat and Frost Insulators and Allied Workers Local No. 24 Joint Apprenticeship Committee. Mr. Wilford offered to host the November meeting on behalf of the Baltimore JATC for the Electrical Industry. Chairman Cavey said that the November meeting was moved to the third Tuesday of the month because of the election and to coincide with National Apprenticeship Week. Georgeta Wainwright offered to host the May meeting on behalf of Delaware Elevator in Salisbury. Ms. Roth suggested hosting a meeting at an American Job Center in Maryland. A representative of International Union of Operating Engineers, Local No. 37offered to host the March meeting. Mr. MacLarion asked Chairman Cavey to put a hold on September so staff could offer Wor-Wic Community College an opportunity to host following this meeting. Mr. MacLarion then said the Department of Labor would host the September meeting at a location to be determined, and then requested to hold July so staff could invite Wor-Wic to host the meeting then.

Mr. Taylor confirmed the schedule with Chairman Cavey.

A motion to approve the schedule and sites was made by Mr. Shmelzer, seconded by Mr. Clinedinst and unanimously approved (Dr. Chapple and Mr. Wilson absent).

 Mr. Shmelzer asked if meetings would be held virtually in cases of inclement weather. Ms. Roth said virtual meetings were likely in cases of inclement weather. Mr. MacLarion said virtual meetings were a possibility, but setting up a virtual meeting on short notice based on weather might present challenges. Chairman Cavey predicted weather would only be an issue for the January meeting.

**VI. CLOSING COMMENTS**

Chairman Cavey asked for closing comments and asked Charles Wallace to speak on behalf of the Maryland State Department of Education. Mr. Wallace thanked the Council for its continued hard work and dedication. Mr. Wallace said he continued to learn by attending Council meetings regularly. Mr. Wallace thanked the Council for its work to grow youth apprenticeship opportunities. Mr. Clinedinst asked if the upcoming Skills USA competition would be held in person. Mr. Wallace said the intent was to hold the event in person for the first time in two years. Mr. Wallace said the event was planned for April. Ms. Roth offered to assist Mr. Wallace with planning. Mr. Wallace thanked Ms. Roth for her offer.

Chairman Cavey said the American Rescue Plan included money for municipalities including Laurel, and there would be a relevant press conference at a date after this Council meeting.

**VII. ADJOURNMENT**

Chairman Cavey entertained a motion to adjourn. Mr. Smarte motioned to adjourn and the meeting adjourned at 11:56 a.m.

Respectfully Submitted,

Christopher D. MacLarion

Secretary

Maryland Apprenticeship and Training Council