

July

9,

2024

Meeting Minutes

Present

Councilmembers*

Title/Affiliation

Brian S. Cavey	- Chairman/Employee Representative
Lateefah Durant	- Public Representative
Shaunta Chapple	- Public Representative
Norbert R. Klusmann, Sr.	- Employee Representative
Terreia Smalls	- Employee Representative
Neil E. Wilford, Jr.	- 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 Representative Harry Preston notified Director Chris Maclarion that he would be unable to attend.*

Other Attendees

Title/Affiliation

John Feaster	- Deputy Assistant Secretary, Division of Workforce Development and Adult Learning (DWDAL), Maryland Department of Labor (MD Labor)
Leza Griffith	- Maryland Assistant Attorney General
Tracy Kytte	-MSDE
Christopher D. Maclarion	- Director, Maryland Apprenticeship and Training Program (MATP), MD Labor
Logan Dean	-MD Labor
Angela Moon	- MATP, MD Labor
Jacqueline Trieu	- MATP, MD Labor
Jane Sinclair	- MATP, MD Labor
Kevin Hunt	- MATP, MD Labor
Jennifer Runkles	- MATP, MD Labor
Angela Clark	- MATP, MD Labor
Sheila Jackson	- MATP, MD Labor
Teresa Mena	- MATP, MD Labor
Pamela Luby	- MATP, MD Labor
Laura Wright	- MATP, MD Labor
Mark Howe	- MATP, MD Labor
Aneta Lefterov	- MATP, MD Labor
Lynn Stone	- MATP, MD Labor
Amy Belt	- MATP, MD Labor
Karen Parker	- MATP, MD Labor
Jenna Freeman	- MATP, MD Labor
Wayne Salter	- MATP, MD Labor

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Ellie Marts	- MD Labor, DWDAL
Anahitta Mian	- MD Labor, DWDAL
Trish Gordon McCown	- MHEC
Carl Kushinsky	-AAWDC
Courtney Jensen	-ACM
Faith Balshan	-AICAA
Courtney Love	-Allegany College
Landon Marttinen	-AUI Inc
Keith Blomquist	-AUI Inc
Lynn Cochran	-AUI Inc
Angelica Carter	-Carroll Community College
Steve Berry	-Carroll Community College
Noell Damron	-CCBC
Elizabeth Wojtisek	-CCBC
David Naples	-Expert Wire
Andrea Naples	-Expert Wire
Carla Milan	-FCC
Dr.Safi Mojidi	-Hacking the Workforce
Jennifer Todd	-Howard Community College
Jeff Richmond	-Howard Community College
Bronwyn Bates	-Howard Community College
Melissa Smith	-Howard Community College
James Rzepkowski	-Howard Community College
Michelle Dillon	-Howard Community College
Yvette Clark	-MOED
Chris Garvey	-Associated Builders and Contractors (ABC): Chesapeake Shores
Gwyn Novak	-No Thyme to Cook
Sam Geib	-Nuttle Builders
Demetra Stamus	-Rouxbe
Angela McDaniel	-SHRM Foundation
Angela Rogers	-SHRM Foundation
John Hattery	-Worksource Montgomery
Anthony Featherstone	-Worksource Montgomery
CJ Wilson	??

Chairman Cavey called the meeting to order at 9:01 a.m. at Howard Community College (10901 Little Patuxent Parkway Columbia, Maryland 21044) DH- 100 "Kittleman Room" in Mary Duncan Hall, Room 100. Delaware Elevator, Inc., (2207 Allen Drive Salisbury, Maryland 21801).

I. OPENING REMARKS AND INTRODUCTIONS

Chairman Cavey welcomed all Council members, staff and guests to the July Maryland Apprenticeship and Training Council (MATC) meeting. He extended his thanks to Howard Community College (HCC) and Dr.Willis and invited her to say a few words.

Dr.Willis welcomed everyone to HCC and said that they are honored to be hosting MATC. She spoke briefly about the importance of apprenticeship and thanked everyone in attendance for their contributions to the apprenticeship system in Maryland.

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Chairman Cavey introduced the newest Council member, Chris Hadfield from ABC Baltimore, and stated that he will be replacing Ms. Michelle Butt, a former Employer Representative from ABC Baltimore, on the Council. He recognized Ms. Butt for her many years of service and went on to welcome Chris to the Council.

Chairman Cavey also recognized and introduced Ms. Tracy Kittle from the Maryland State Department of Education (MSDE). He shared that Ms. Kittle will be replacing Mr. Chuck Wallace as the MSDE consultant for the Council.

Chairman Cavey asked Council members, staff, and guests to introduce themselves.

Following introductions, the Chairman thanked all for attending and transitioned to the next agenda item.

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

II. Minutes of the May 14, 2024 Maryland Apprenticeship and Training Council (MATC) meeting.

A motion to approve the minutes was made by Mr. Wilford, seconded by Mr. Shmelzer and unanimously approved at 9:10 a.m. (*Harry Preston was absent*).

Chairman Cavey recognized Deputy Assistant Secretary, Mr. John Feaster, and invited him to say a few words on behalf of the Maryland Department of Labor (The Department). In the interest of time, Deputy Assistant Secretary Feaster deferred back to the Chairman and rest of the agenda.

Chairman Cavey asked Maryland Apprenticeship and Training Program Director, Chris Maclarion, to present the Director's Report.

III. DIRECTOR'S REPORT

Mr. Maclarion addressed Chairman Cavey, Deputy Assistant Secretary Feaster, the Council members and guests and welcomed everyone to the July MATC meeting. Mr. Maclarion thanked HCC, Dr. Willis, Council Member Minah Woo, and Jim Rzepkowski for hosting the meeting and providing breakfast.

Mr. Maclarion provided an Apprenticeship Training Fund update:

- Total Fund Balance as June 30, 2024 after all obligations is \$1,514,216.25
- May contributions: \$31,024.51
- June contributions: \$6,139.91
 - Fund expenditures during the period totaled \$13,000.

Mr. Maclarion said that Mr. Taylor is not present for the meeting and shared that it is because he is actively printing Certificates of COmpletion at the Eutaw street Labor office. He said that after resolving some recent inventory issues regarding the Certificates, Mr. Taylor has been able to catch up on all completions minus one program which is underway today.

Mr. Maclarion went on to share some figures from 2024 to illustrate just how many completions there are.

- There are 11,532 active apprentices (as of July 9, 2024)

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- Mr. Maclarion shared that completion numbers are approximately 5% ahead of where they were a year ago.
 - 2,908 new apprentices and extensions (Significantly ahead of 2023)
 - 875 cancellations (Significant reduction from 2023)
 - 1,167 completions (Ahead of 2023)

Mr. Maclarion shared that there is continued strong interest from employers for both youth and Registered Apprenticeship and that the packet today reflects that with a large number of new sponsors seeking Council approval.

In closing, Mr. Maclarion thanked the Council for their time and offered to answer any questions.

Mr. Shmelzer asked Mr. Maclarion for an update on the NPRM timeline.

Mr. Maclarion said that it is currently going through the approval process and there has been no official news, though, he said that there is a rumor that it will be released in January.

A motion to approve the Director's Report was made by Ms. Durant, seconded by Mr. Shmelzer and unanimously approved (Harry Preston was absent).

IV. NEW BUSINESS

A. NEW PROGRAMS:

1. Allegany College of Maryland (Angela Moon) – Request for registration of standards of apprenticeship and Affirmative Action Plan for a new program for the occupation of Food Service Manager. (ITEM 1)

Ms. Moon stated that she was joined by Ms. Courtney Jensen and Ms. Courtney Love from Allegany College to request the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for a new no-joint program for the occupation of Food Service Manager. She provided some additional background information on the program and occupation and offered to answer any questions from the Council.

Ms. Durant asked for more clarification as to why the wage progression isn't higher.

Ms. Moon said that it is based on the two participating employers and that there is a variance due to the type of industry that each employer works. She also added that each employer is evaluating on a yearly basis for review and increase.

Mr. Shmelzer mentioned that there are no physical condition requirements for qualifications though there may be a lot of standing involved in performing this occupation.

Ms. Moon said that the employers have indicated that they are willing to make reasonable accommodations

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Mr.Shmelzer expressed his concern that an individual may enter into the program with the understanding that there are no physical requirements and could be unable to perform the necessary job functions resulting in a loss of time, energy and on both the employer and employee's behalf.

Mr.Shmelzer asked if the sponsor would consider adding a math evaluation or assessment.

Ms.Moon stated that the apprentices are subjected to the standard entry level indicators for the college and that there is some math listed in the course descriptions.

Mr.Shmelzer pointed out that under the Culinary Management outline for semesters 1-6, an internship is referenced. He said that this language is very confusing since there are already OJT hours included.

Ms.Moon said that there are 2 different components of the RI. She said that there is a practicum that is comparable to a lab and there is also an internship that will be based on the hours as reported by the journey worker in relation to the competencies achieved.

Mr.Shmelzer asked if the internship portion is paid or unpaid.

Ms.Moon said that the internship is part of the syllabus and will be paid. She confirmed that they will receive credit towards the internship for the work processes completed on the job.

Mr.Shmezler asked if the apprentice will receive internship credit as well as On-the-Job Training (OJT) credit.

Ms.Moon confirmed that the apprentice will be granted credit for both the OJT and the internship.

Chairman Cavey asked Ms.Minah Woo if this was a program prior to becoming an apprenticeship. He asked if the internship language existed prior to transitioning this program to an apprenticeship.

Ms.Woo said that the apprentices will receive credit for the work performed on the job, however, it is not counted toward the minimum 144 hours. She said that since the RI is greater than what's required, it is okay to count credit towards a degree as well as towards completion of an apprenticeship program.

Mr.Klusmann suggested removing the "internship" language as it can get confusing in the context of apprenticeship.

Ms.Woo said that the "internship" language can be removed from the RI section of the packet.

Ms.Cornish asked about the wage progression and asked for further clarification on the pay rates of apprentices.

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Ms.Moon responded that the rate stated in the packet is the average Journey workers rate between the two participating employers. She indeed that both employers recognize that they will be expected to pay the Maryland minimum wage or more.

Mr.Shmelzer pointed out that his program doubles the amount of RI hours and asked if that is in the best interest of the student/apprentice.

Ms.Woo explained that in many ways it actually removed barriers to such occupations. She said that many of the employers that the college is partnering with used to require a BA degree for the manager positions but now they are also willing to accept a AA degree along with the completion of an apprenticeship.

Mr.Smalls asked if the quality of work has been comparable between those employees that have their AA compared to students that possess a BA.

Ms.Woo said that the students in the apprenticeship program have demonstrated a very high quality of work, potentially even greater than those that entered the occupation with BA instead of an AA and apprenticeship.

Mr.Klusmann asked how many apprentices are in the program.

Ms.Moon said that between the two participating employers there are a total of 3 apprentices in the program, however, she added that they are looking to add new employers, hire new apprentices and grow their program.

Mr.Maclarion clarified the benefits of working with the community colleges and establishing degree apprenticeships such as this one. He said the primary benefit is that individuals that face barriers to high-paying employment, are provided the opportunity to earn a reasonable wage while also going to school for their AA degree free of cost. Mr.Maclarion said that at the end of the program someone that otherwise may not have had that opportunity now has their AA and job-experience that opens the doors to high-paying, more secure jobs.

Ms.Chapple recommended that the Council create a workgroup to discuss issues that arise regarding degree apprenticeships in Maryland.

Mr. Klusman asked if the AA degree is a requirement of program completion.

Mr.Maclarion said that the program requires the entire completion of all components so the apprentice must obtain their degree and meet at all necessary competencies in order to complete the program.

Mr.Smalls acknowledged that the employer said that they have a lot of interest. He asked how it is being presented to interested parties (potential apprentices).

The sponsor said that the program is presented to potential apprentices as an apprenticeship with an AA degree. She also added that they are provided all the

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information about the number of RI hours as well as all of the required courses and wage progression.

A motion to approve this new program and registration of an Affirmative Action Plan with the removal of “internship” language was made by Mr. Shmelzer, seconded by Ms. Durant and approved. Mr.Smalls abstained (Harry Preston was absent).

Mr.Smalls requested a list of the degree apprenticeship programs that have already been approved through MATC.

Mr.Maclarion said that he can provide that.

2. Carroll Community College (Teresa Mena) – Request for registration of standards of apprenticeship and Affirmative Action Plan for a new program for the occupation of Hospitality Manager.(ITEM 2)

Ms. Mena stated that she was joined by Steven Berry and Ms.Angelica Carter from Carroll Community College to request the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for the occupation of Hospitality Manager. She provided some additional background information on the program and occupation and offered to field any questions from the Council.

Mr.Shmelzer said that it seems to him that there are multiple occupations within the “Manager” position and he asked for confirmation that the occupation of Hospitality Manager is a “stand-alone” occupation.

Mr.Maclarion assured Mr.Shmelzer that the title of Hospitality Manager is a stand alone occupation.

A motion to approve this new program and registration of an Affirmative Action Plan was made by Ms.Durant, seconded by Mr.Shmelzer and approved (Harry Preston was absent).

3. Expert Wire, Inc. (Logan Dean) – Request for registration of standards of apprenticeship and Affirmative Action Plan for a new program for the occupation of Electrician. (ITEM 3)

Mr.Dean requested the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for the occupation of Electrician. He provided some additional background information on the program and occupation and offered to field any questions from the Council.

Mr.Shmelzer asked why there are no physical condition requirements.

Mr.Maclarion said that it is not required for them to impose physical requirements, however, the Department encourages them to include reasonable accommodations for any physical requirement they include. He also said that MATP discourages sponsors from including requirements that they cannot measure- such as physical ability.

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Mr.Shmelzer expressed his concern that the two training providers reference the 2020 code, even though Maryland state is now going by 2023 code.

Mr.Dean said that they will reach out to the providers and get an updated schedule.

Mr.Shmelzer asked why Sussex Tech and Polytech (the two training providers) have a discrepancy in the hours required for year 1 (Polytech has 100 hrs and Sussex tech has 72.5hrs).

Mr.Dean said that he can reach out to the providers for clarification on that discrepancy.

Mr.Klusmann acknowledged that the majority of training will take place in Delaware and he asked where the workload will be.

Mr.Dean said that the workload will exist all along the shore in Maryland and Delaware.

A motion to approve this new program and registration of an Affirmative Action Plan was made by Mr.Smalls, seconded by Mr.Klusmann and unanimously approved (Harry Preston was absent).

4. Hacking the Workforce (Karen Parker) – Request for registration of standards of apprenticeship for a new program for the occupations of IT Generalist and Cyber Security Analyst.(ITEM 4)

Ms.Parker stated that she was joined by Dr.Safi Mojidi from Hacking the Workforce to request the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for the occupations of IT Generalist and Cyber Security Analyst. She provided some additional background information on the program and occupations and offered to field any questions from the Council.

Ms.Durant asked where the employers are located.

Ms.Parker said that one employer is based in Jacksonville Florida and the other one is here in Maryland with most of the work being done in the DC metro area.

Ms.Woo expressed some concerns regarding the related instruction and asked for clarification.

Dr.Mojidi said there is a list of courses on Cybrary (online training platform) that make up the learning path the apprentice can take for each occupation. He explained that under the project-based learning structure, apprentices will have to deliver a project to their mentor at the end of each module that demonstrates that they have achieved all the necessary competencies.

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A motion to approve this new program and registration of an Affirmative Action Plan was made by Ms.Woo, seconded by Ms.Durant and unanimously approved (Harry Preston was absent).

5. No Thyme to Cook (Laura Wright) – Request for registration of standards of apprenticeship for a new program for the occupation of Culinarian. (ITEM 5)

Ms.Wright stated that she was joined by Gwyn Novak from No Thyme to Cook in Southern Maryland to request the Council's approval and registration of Standards of Apprenticeship for the occupation of Culinarian. She provided some additional background information on the program and occupation and offered to field any questions from the Council.

Ms.Anderson asked how much of the related instruction will be online compared to in-person.

The sponsor responded saying that it could theoretically all be done online with the supervision of mentors, however, that will not be the case and she assured the council that a large portion of the training will be hands-on and in-person

A motion to approve this new program and registration of standards of apprenticeship was made by Mr. Wilford, seconded by Mr.Smalls and unanimously approved (Harry Preston was absent).

6. Nuttle Builders, Inc. (Jacqueline Trieu) – Request for registration of standards of apprenticeship for a new program for the occupation of Carpenter. (ITEM 6).

Ms.Trieu stated that she was joined by Ms.Sam Geib from Nuttle Builders to request the Council's approval and registration of Standards of Apprenticeship for the occupation of Carpenter. She provided some additional background information on the program and occupation and offered to field any questions from the Council.

Mr.Shmelzer asked if there will be monitoring at Penn Foster where the training will take place.

Mr.Maclarion confirmed that there will be monitoring in place.

A motion to approve this new program and registration of standards of apprenticeship was made by Mr. Shmelzer, seconded by Mr.Wilford and unanimously approved (Harry Preston was absent).

7. Rouxbe Global Food Group, Inc. (Gina Best) – Request for registration of standards of apprenticeship and Affirmative Action Plan for a new program for the occupations of Culinarian and Sous Chef (ITEM 7).

Mr.Dean stated that he was joined by Ms.Demetra Stamus requested the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for the occupations of Culinarian and Sous Chef. He provided some additional background information on the program and occupations and offered to field any questions from the Council.

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Ms.Shmelzer asked if there will be staff on the ground in Maryland for recruitment and outreach efforts.

The Ms.Stamus responded that all employees work remotely from across the country but they have close relationships with their partners to help with recruiting for the program.

Mr. Klusmann asked where the pool of apprentices will come from

Ms.Stamus said that the employers have current employees that want to advance in the industry through an apprenticeship program.

Mr. Klusmann expressed that it seems recruitment is primarily coming from the employers and asked how the sponsor will make it so that interested parties outside of the employer network are being reached through recruitment and given a fair opportunity to also participate in the program.

The sponsor said that they attend trade organization shows and other events to recruit and support outreach and promote diversity.

Mr.Smalls asked how many Maryland-based individuals they have that are ready to enter into the apprenticeship program.

Mr.Dean said that they have a capacity of 11 apprentices with the number of journey workers that are currently employed.

Mr.Shmelzer made it clear that the sponsor is responsible for documenting all recruitment and outreach efforts as required by the Council.

A motion to approve this new program and registration of standards of apprenticeship was made by Mr. Smalls, seconded by Mr.Shmelzer and unanimously approved (Harry Preston was absent).

Chairman Cavey called for a 10-minutes comfort break before advancing to Agenda Item 8.

B. PROGRAM REVISIONS:

8. Associated Builders and Contractors, Chesapeake Shores Chapter (Jane Sinclair) – Request for revision of standards to modify minimum qualifications and add School-to-Apprenticeship language. (ITEM 8).

Ms.Sinclair said that she was joined by Mr.Chris Garvey from ABC Chesapeake Shores to request the Council's approval for a revision of standards to modify minimum qualifications and add School-to-Apprenticeship language. She provided some additional information on the program and offered to take any questions from the Council.

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Ms.Durant asked if the School-to-Apprenticeship language will apply to the occupation of Structural Steelworker presented in the next agenda item, item 9.

Mr.Maclarion confirmed that it would apply to all occupations.

Mr.Klusmann asked why there is a driver's license requirement.

Mr.Maclarion responded that the purpose of the requirement is to ensure that the apprentice can drive to and from work.

Ms.Chapple added that the drivers license requirement could be unattainable for some younger apprentices.

Mr.Maclarion said that they will remove the driver's license requirement.

A motion to approve this revision of standards was made by Mr. Wilford, seconded by Mr.Klusmann and unanimously approved with the removal of the driver's license requirement (Harry Preston was absent).

9. Associated Builders and Contractors, Chesapeake Shores Chapter (Angela Park) – Request for revision of standards to reactivate the occupation of Structural Steelworker (ITEM 9).

Ms.Park said that she was joined by Mr.Chris Garvey from ABC Chesapeake Shores to request the Council's approval for a revision of standards to reactivate the occupation of Structural Steelworker. She provided some additional information on the program and occupation and offered to take any questions from the Council.

A motion to approve a revision of standards was made by Mr. Wilford, seconded by Mr. Klusmann and unanimously approved (Harry Preston was absent).

10. Association of International Certified Professional Accountants (Logan Dean) – Request for revision of standards to add the occupation of Accounting Associate. (ITEM 10)

Mr.Dean requested the Council's approval for a revision of standards to add the occupation of Accounting Associate for the Association of International Certified Professional Accountants (AICPA). He provided some additional information on the program and occupation and offered to take any questions from the Council.

Mr.Shmelzer asked for clarification regarding the journey worker credential.

Mr.Dean explained that the AICPA certification is the Journey worker credential as completion of the program is contingent upon receiving the industry credential.

A motion to approve a revision of standards was made by Mr. Wilford, seconded by Ms. Durant and unanimously approved (Harry Preston was absent).

11. Frederick Community College (Jennifer Runkles) – Request for revision of standards to update the Related Instruction for the occupation of Biological Technician and add the new occupations of Hotel Manager and Restaurant Manager (ITEM 11).

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Ms.Runkles said that she was joined by Ms.Carla Milan from Frederick Community College (FCC) to request the Council's approval for a revision of standards to update the Related Instruction for the occupation of Biological Technician and add the new occupations of Hotel Manager and Restaurant Manager. She provided some additional information on the program and occupation and offered to take any questions from the Council.

Mr.Shmelzer asked if the college is planning to have separate apprenticeship committees for each occupation.

Ms.Runkles confirmed that the college will have separate apprenticeship committees for each occupation and shared that they are currently in the process of forming the committees.

Mr.Smalls asked how the standards were developed since the committees have not been formed yet.

Mr.Maclarion stated that FCC created the standards according to Apprenticeship regulations.

Mr.Klusmann asked if monitoring the apprenticeship committee is part of MATP regular program reviews.

Mr.Maclarion confirmed that they monitor the committees using their meeting minutes.

Mr.Shmelzer expressed his concern that there are two occupations with no employers.

Ms.Runkles explained that the addition of the two new occupations was based on industry need and that they are currently recruiting some more reporters as it didn't pan out with the original employers that were identified.

Mr.Shmelzer asked how the college will recruit employers.

Ms.Runkles introduced Ray from Frederick Community College who was recently brought on as an employer recruiter.

A motion to approve a revision of standards was made by Mr. Shmelzer, seconded by Mr.Klusmann and unanimously approved (Harry Preston was absent).

12. Futech Engineering Solutions, LLC (Gina Best) – Request for revision of standards to reactivate the occupation of Commercial Drone Pilot (ITEM 12)

Mr.Dean requested the Council's approval for a revision of standards to reactivate the occupation of Commercial Drone Pilot. He provided some additional information on the program and occupation and offered to take any questions from the Council.

A motion to approve a revision of standards was made by Mr. Shmelzer, seconded by Mr.Klusmann and unanimously approved (Harry Preston was absent).

C. PROGRAM REVIEWS: (5 or more Apprentices)

13. Choptank Electric Cooperative, Inc. (Coral Crawford) – Request for approval of program review for a registered sponsor with 5 or more apprentices. (ITEM 13)

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Mr. Maclarion presented a provisional review for Choptank Electric Cooperative, Inc.'s Apprenticeship program. He said that during the review the only finding was that the sponsor is not achieving their diversity goals. He added that the diversity of the program has increased since the review was conducted and assured the Council that they have developed an outreach plan to increase diversity that they plan to implement this year. Mr. Maclarion finished by offering to take any questions from the Council.

A motion to approve this review was made by Mr. Shmelzer, seconded by Mr. Smalls and unanimously approved (Harry Preston was absent).

14. Johns Hopkins Hospital (Coral Crawford) – Request for approval of program review for a registered sponsor with 5 or more apprentices. (ITEM 14)

Mr. Maclarion presented a provisional review for Johns Hopkins Hospital at the request of the Council due to issues with record keeping. He said that upon the review they found no issues with record keeping and there were no findings overall. Mr. Maclarion finished by offering to take any questions from the Council.

A motion to approve this review was made by Mr. Shmelzer, seconded by Ms. Woo and approved. Ms. Chapple abstained (Harry Preston was absent).

D. PROGRAM REVIEWS: (*Fewer than 5 Apprentices*)

15. Schuster Concrete Construction (Coral Crawford) – Request for approval of program review for a registered sponsor with fewer than 5 apprentices (ITEM 15).

Chairman Cavey said no Council action was required for Item 15 and directed the Council to the next agenda item.

E. CANCELLATIONS:

Chairman Cavey stated that Items 16-28 are requests for cancellations (defunct programs or voluntary cancellations). He asked the Council members to entertain a motion to group them together.

Mr. Wilford made a motion to group together Items 16-28 so that they can be voted on together. Mr. Shmelzer seconded the motion and it was unanimously approved (Harry Preston was absent).

Mr. Shmelzer asked

16. Brown's Castle Toyota-BMW-SAAB (Amy Belt) – Request for involuntary cancellation of standards of apprenticeship for a defunct program. (ITEM 16)

See Item 28 for Council vote.

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17. Cain Masonry, Inc. (Alicia Dennis) – Request for involuntary cancellation of standards of apprenticeship for a defunct program. (ITEM 17)

See Item 28 for Council vote.

18. B&G Quality Machine and Tool Co. (Marshel Pollock) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 18)

See Item 28 for Council vote.

19. Boyle Buick, Inc. (Anderson Buick GMC of Abingdon) (Amy Belt) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 19)

See Item 28 for Council vote.

20. Danny's Service Center (Hamilton Service Center, LLC) (Amy Belt) – Request for voluntary cancellation of standards of apprenticeship.(ITEM 20)

See Item 28 for Council vote.

21. Design Enterprizes (Teresa Mena) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 21)

See Item 28 for Council vote.

22. F.H. Furr Plumbing, Heating, A/C & Electrical, Inc. (Lynn Stone) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 22)

See Item 28 for Council vote.

23. Harbor City Plastics Company (RAF Seamless Gutter Supply, LLC) (Amy Belt) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 23)

See Item 28 for Council vote.

24. Livingston Fire Protection, LLC (Gina Best) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 24)

See Item 28 for Council vote.

25. NASA Goddard Space Flight Center (Lyn Stone) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 25)

See Item 28 for Council vote.

26. Operative Plasterers and Cement Masons Local 39 Area 296 (Angella Moon) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 26)

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See Item 28 for Council vote.

27. Royal Queen Company (Alicia Dennis) – Request for voluntary cancellation of standards of apprenticeship.(ITEM 27)

See Item 68 for Council vote.

28. Tidewater Machine Company (Laura Wright) – Request for voluntary cancellation of standards of apprenticeship. (ITEM 28)

A motion to approve cancellations for items 16-28 was made by Mr.Smalls, seconded by Mr.Wilford and unanimously approved (Harry Preston was absent).

F. OTHER BUSINESS:

29. Nickel Electric Company (Amy Belt) – Request for registration of apprentices with over 50% credit granted for prior work experience and training.(ITEM 29)

Ms.Belt requested Council approval for the registration of apprentices with over 50% credit granted for prior work experience and training on behalf of Nickel Electric Company. She provided some background information and offered to answer any questions from the Council.

A motion to approve the request for registration of apprentices with over 50% credit was made by Mr.Smalls, seconded by Mr.Klusmann and unanimously approved (Harry Preston was absent).

30. Choptank Electric Cooperative, Inc. (Jacqueline Trieu) – Request for registration of apprentices with over 50% credit granted for prior work experience and training. (ITEM 30)

Ms.Trieu requested Council approval for the registration of apprentices with over 50% credit granted for prior work experience and training on behalf of Choptank Electric Cooperative. She provided some background information on the apprentices and the program and offered to answer any questions from the Council.

A motion to approve the request for registration of apprentices with over 50% credit was made by Mr.Klusmann, seconded by Mr.Shmelzer and unanimously approved (Harry Preston was absent).

31. Washington DC Steamfitters Local 602 JATC (Karen Parker) – Request for registration of an apprentice with over 50% credit granted for prior work experience and training. (ITEM 31)

Ms.Parker requested Council approval for the registration of apprentices with over 50% credit granted for prior work experience and training on behalf of Washington DC Steamfitters Local 602 JATC. She provided some background information on the apprentice and the program and offered to answer any questions from the Council.

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A motion to approve the request for registration of apprentices with over 50% credit was made by Mr.Shmelzer, seconded by Mr.Klusmann and approved. Mr.Smalls abstained (Harry Preston was absent).

Given that Items 32-34 are all relating to the International Brotherhood of Electrical Workers (IBEW) Local 26 JATC, Chairman Cavey requested that they be presented together.

32. International Brotherhood of Electrical Workers Local 26 JATC (Karen Parker) – Request for registration of an apprentice with over 50% credit granted for prior work experience and training. (ITEM 32)

See Item 34.

33. International Brotherhood of Electrical Workers Local 26 JATC (Karen Parker) – Request for registration of an apprentice with over 50% credit granted for prior work experience and training. (ITEM 33)

See Item 34.

34. International Brotherhood of Electrical Workers Local 26 JATC (Karen Parker) – Request for registration of an apprentice with over 50% credit granted for prior work experience and training. (ITEM 34)

Ms.Parker requested Council approval for the registration of apprentices with over 50% credit granted for prior work experience and training on behalf of IBEW Local 26 JATC. She provided some background information on the apprentices and the program and offered to answer any questions from the Council.

Mr. Shmelzer asked

A motion to approve the request for registration of apprentices with over 50% credit for Items 32-34 was made by Mr.Klusmann, seconded by Mr.Wilford and unanimously approved (Harry Preston was absent).

Chairman Cavey stated that agenda items 35-68 are all eligible employer requests for the Apprenticeship Maryland Program and he asked the Council if they had questions or concerns regarding any of those items.

35. Advanced Engineering Solutions and Services (AES2) (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 35)

See Item 68 for Council vote.

36. Akita Trucking, LLC (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 36)

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See Item 68 for Council vote.

37. Artpreneurs (Aneta Lefterov) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 37)

See Item 68 for Council vote.

38. Baltimore City Department of General Services (Marshel Pollock) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 38)

See Item 68 for Council vote.

39. (BRIA LLC) Goddard School of Annapolis (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 39)

See Item 68 for Council vote.

40. Brickwood Assisted Living (Pamela Luby) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 40)

Ms.Chapple expressed her concern about the scope of practice for the Certified Nursing Assistant (CNA) Apprentice. She said that some of the language included in the packet indicates that the apprentice would handle tasks such as medication management, which is outside the scope of practice for a CNA and more aligned with a Certified Medical Technician (CMT) position.

Mr.Dean said that they will remove any language pertaining to a CMT position. He added that it is the responsibility of the employer to ensure that all employees, including Youth Apprentices, are working within their scope of practice.

Ms. Chapple said that CNAs can become fully certified after 100 hours of training and she asked why the instruction hours for their program is 450.

Mr. Dean clarified that the 450 hours of instruction includes the OJT

See Item 68 for Council vote.

41. Caney Creek Catering Company (Bulrushes Cafe) (Laura Wright) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 41)

See Item 68 for Council vote.

42. Chiquita Jackson Enterprise (Karen Parker) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 42)

Mr.Shmelzer asked who is tasked with developing the courses for this program.

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Ms.Parker said that Prince George's County Public Schools is developing the course work.

Mr.Shmelzer asked who developed the course curriculum and if it has been approved by MSDE.

Mr.Dean said that the employer worked with a third party to develop the curriculum and all items have been pre-approved by MSDE.

See Item 68 for Council vote.

43. Chiron Technology Services (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 43)

Ms.Cornish asked why a highschool diploma or equivalent is required for a youth apprenticeship program that is supposed to target student participation.

See Item 68 for Council vote.

44. Community Media Center of Carroll County (Teresa Mena) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 44)

See Item 68 for Council vote.

45. DB Electric (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 45)

See Item 68 for Council vote.

46. Exterior Design (The Perennial Farm) (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 46)

See Item 68 for Council vote.

47. Fallston Pharmacy (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 47)

See Item 48 for Council vote.

48. First Class Mechanical Plumbing & HVAC Services (Teresa Mena) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 48)

Mr.Smalls expressed his concern regarding youth apprentices (minors) working on a commercial construction site.

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Ms.Woo asked if there is currently a pathway for the apprentices upon completion of the youth program.

Chairman Cavey clarified that there is no Registered Apprenticeship program that is directly tied to this Youth program, therefore there is no clear career pathway for Youth Apprentices upon completion of the program.

See Item 68 for Council vote.

49. The Goddard School Hanover (CHORI CHORI LLC) (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 49)

See Item 68 for Council vote.

50. Hans Asmussen & Sons, Inc. (Pamela Luby) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 50)

See Item 68 for Council vote.

51. J & N YU ASS., P.A. (Dental FX) (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 51)

Ms.Durant pointed out that the related instruction references both Sanitation Technician and Office Manager positions but the occupation for this program is Dental Assistant. She requested clarification on this matter.

Ms.Clark said that the employer wanted to include some of the front office roles

See Item 68 for Council vote.

52. Kid Museum (Aneta Lefterov) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 52)

Ms.Durant pointed out that the letter refers to two different positions, that of Office Assistant and that of Teacher Assistant. She said, however, the application only lists the occupation of Teacher Assistant and requested clarification on this matter.

Ms.Lefterov explained that the sponsor originally submitted the application for the sole position of Teacher Assistant and then later added the Office Assistant position as well.

Ms.Durant asked if that requires them to submit another application for the Office Assistant position to be approved.

See Item 68 for Council vote.

53. Kiddie Academy of Abingdon (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 53)

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See Item 68 for Council vote.

54. Lohr's Orchard (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 54)

Mr.Shmelzer expressed his concern regarding program completion due to the fact that the program requires 450 hours of OJT and has 5 apprentice positions with limited hours.

See Item 68 for Council vote.

55. McDevitt Wellness (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 55)

Mr.Shmelzer expressed his concern over the Office Assistant role having to perform front office business as well as supporting the medical professionals. Mr.Shmelzer asked Council members with more knowledge for their opinions.

Ms.Chapple said that the position of Medical Assistant involves both administrative work and clinical work assisting medical professionals directly.

See Item 68 for Council vote.

56. Modular Components National Inc. (Amy Belt) – Request for approval of an additional youth occupation for an approved employer. [YOUTH](ITEM 56)

57. OSS, Inc. (Aneta Leterov) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 57)

Ms.Durant said that the application lists the two occupations of Computer Teach and Administrative Assistant, however, only the Computer Tech position has a description under the on-the-job tasks section.

Mr.Dean said that the packet was sent back to the employer for revisions.

See Item 68 for Council vote.

58. Panda Exteriors LLC. (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 58)

See Item 68 for Council vote.

59. Partition Plus, Inc. (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 59)

Mr.Shmelzer asked for clarification as to why the employer has 3 occupations in addition to a “laborer” role and expressed his concern. He added that a greater concern for him is the fact that there is no identified safety training for the laborer position.

Mr.Dean said that there is safety training embedded in the curriculum.

MrShmezler recommended that Harford County Public School purchase the OSHA 10 curriculum.

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See Item 68 for Council vote.

60. Pittsville Motors, Inc. (Alicia Dennis) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 47)

61. S&J Group LLC (100 Lots Kitchen + Bar) (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 61)

See Item 68 for Council vote.

62. Selby's Food Service and Event Planning LLC (Laura Wright) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 62)

See Item 68 for Council vote.

63. Skate Zone (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 63)

Mr.Shmeklzer expressed his concern about the number of youth apprenticeship positions compared to the number of available full-time positions upon completion of the program.

Ms.Durant expressed her concern that there are three occupations listed within the packet, however, there is only a description for one of the three roles. She asked MATP to fix this and be mindful of typos such as this in the future.

See Item 68 for Council vote.

64. The Hotel and Arundel Preserve (Angela Clark) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 64)

See Item 68 for Council vote.

65. The Peartree House (Jane Sinclair) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 65)

Ms.Durant said that she had trouble discerning the occupation in the cover letter. She asked if the occupation is supposed to say CNA.

Mr.Dean confirmed that the occupation is CNA.

See Item 68 for Council vote.

66. Warrior Canine Connection (Aneta Lefterov) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH](ITEM 66)

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Mr.Shmelzer pointed out that within the packet, under agenda item 66, it references the Kid's Museum.

Mr.Maclarion said that that was a typo and it will be corrected.

See Item 68 for Council vote.

67. Winters Run Golf Club (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. [YOUTH] (ITEM 67)

See Item 68 for Council vote.

68. Zentech (Angela Harkness) – Request for approval as an eligible Youth Apprenticeship employer for AMP. [YOUTH] (ITEM 68)

A motion to group together and approve items 35-68 was made by Mr.Shmelzer, seconded by Mr Klusman, and unanimously approved with the Council's modifications (Harry Preston was absent).

Chairman Cavey directed the Council to the Supplemental Agenda.

V. SUPPLEMENTAL AGENDA

A. NEW BUSINESS:

i. NEW PROGRAMS:

1. Worksource Montgomery. (Chris MacLarion) – Request for registration of standards of apprenticeship and Affirmative Action Plan for a new program for the occupation of Career Counselor. (SUPP. ITEM 1)

Mr. Maclarion stated that he was joined by Mr.Anthony Featherstone, the Executive Director of Worksource Montgomery, and his staff to request approval for Standards of Apprenticeship for the occupation of Career Counselor. He went on to provide some additional information on the program and occupation. To conclude he thanked Mr.Fatherstone and Worksource Montgomery for taking the steps to register this program and Maryland and stated that, if approved, this will make Worksource Montgomery the first Local Workforce Area in Maryland to sponsor their own program.

Mr.Jeff Maher from St. Mary's County Public Schools to request the Council's approval and registration of Standards of Apprenticeship and Affirmative Action Plan for the occupation of Teacher. He provided some additional background information on the program and occupation and offered to field any questions from the Council.

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Ms.Durant pointed out that the cover sheet makes it seem as though they're offering the School-to-Apprenticeship (STA) model, however, under the qualifications it states that the minimum age for participation is 18 years of age.

Mr.Maclarion clarified that they are not offering the School-to-Apprenticeship option and that the minimum age for participating is, in fact, 18. He added that the STA language was included due to Worksource Montgomery's close working partnership with Montgomery County Public Schools.

Mr.Shmelzer asked what the approach will be if a student misses a professional learning series class as part of the Related Instruction.

Mr.Maclarion assured the Council that there is ample time built into the program to allow for the apprentices to make-up classes either virtually or in-person as needed.

Chairman Cavey pointed out that under "Selection Procedures" it includes a "conduct record" and he asked if this occupation requires a background check.

Mr.Maclarion confirmed that they are required to complete a background check and provide character references.

A motion to approve this new program and Standards of Apprenticeship was made by Ms.Woo, seconded by Ms.Durant and approved. Mr.Shmelzer abstained. (Harry Preston was absent).

ii. PROGRAM REVISIONS:

2. Association of International Certified Professional Accountants (AICPA) (Logan Dean) – Request for revision of standards to modify the on-the-job training work processes for the occupation of Business Finance Partner. (SUPP ITEM 2)

Mr. Dean requested Council approval for a revision of standards to modify the on-the-job training work processes for the occupation of Business Finance Partner at AICPA. He provided some background information and offered to take any questions from the Council.

A motion to approve the request for a revision of standards was made by Mr.Shmelzer, seconded by Ms.Durant and unanimously approved (Harry Preston was absent).

3. National Institutes of Health (NIH) (Aneta Lefterov) – Request for revision of standards to modify the Related Instruction for the occupation of Electrician. (SUPP ITEM 3)

Ms.Lefterov requested Council approval for a revision of standards to modify the Related Instruction for the occupation of Electrician at the NIH. She provided some background information and offered to take any questions from the Council.

A motion to approve the request for a revision of standards was made by Mr.Klusmann, seconded by Ms.Woo and unanimously approved (Harry Preston was absent).

iii. OTHER BUSINESS:

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4. AUI, Inc. (Amy Belt) – Request for registration of apprentices with over 50% credit granted for prior work experience and training. (SUPP ITEM 4)

Ms.Belt requested registration of an apprentice with over 50% credit for AUI, Inc She provided some additional information about the program and the specific situation of the apprentice.

Mr.Shmelzer asked if there were any issues with prevailing wage.

Mr.Maclarion said there are no issues with prevailing wage.

A motion to approve the registration of an apprentice with over 50% credit was made by Mr.Klusmann, seconded by Mr.Wilford and unanimously approved(Harry Preston was absent).

VI. CLOSING REMARKS

Chairman Cavey invited Ms.Tracy Kyttle to say a few words on behalf of MSDE.

Ms.Kyttle shared some brief remarks and observations and recognized the Council and staff for all of their great work.

VII. ADJOURNMENT

Chairman Cavey entertained a motion to adjourn. Mr. Shmelzer made the motion to adjourn, Mr.Wilford seconded and the meeting was adjourned at approximately 12:12 p.m. (Harry Preston was absent).

Respectfully Submitted,

Christopher D. Maclarion
Secretary
Maryland Apprenticeship and Training Council