

MINUTES

January 17, 2024

COMPLIANCE REVIEW AND RETENTION SUBCOMMITTEE

DEPARTMENT OF LABOR & INDUSTRIES

**Joel Sacks
Director**

**Location:
Labor & Industries
7273 Linderson Way SW
Tumwater, WA 98501**

10:00 A.M.

**Celeste Monahan
Secretary of the Council**

**THEY WHO SERVE APPRENTICESHIP
SERVE OUR NATION**

COMPLIANCE REVIEW AND RETENTION SUBCOMMITTEE

January 17, 2024

10:00 AM

MINUTES

MEETING CALLED TO ORDER @ 10:00 a.m. by Chair D'Hondt

ROLL CALL: Present: Dave D'Hondt, Jesse Cote, Brett Wideman, Halene Sigmund and Jeremy Clevenger **Absent:** Kenny Branson, Kenna May and Karen Dove

REPORTS:

Joint Retention and Recruitment Committee – Maria Hike gave her report.

Compliance Specialist's Report – Brittany Craighead provided her report. **M/S/C** to approve and attach to the minutes of this meeting. **M/S/C** to close Corrective Action Plans for Firestop and Containment Workers Joint Apprenticeship Training Program and The Heat and Frost Insulators Workers Joint Apprenticeship Training Program.

UNFINISHED BUSINESS:

ITEMS FROM THE DEPARTMENT: NONE

JANUARY 2024 CRRS AGENDA ITEMS:

NEW STANDARDS: (Permanent Registration)

Region 6a

1. Schweitzer Engineering Laboratories 01 Electrician

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- **M/S/C** to approve.

Region 5

2. Cascade Veterinary Clinics Apprenticeship Program

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- **M/S/C** to approve.

3. Fix Network Apprenticeship Program

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- **M/S/C** to approve.

Region 4

4. Lifeport Machinist Apprenticeship

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- M/S/C to approve.

Region 2a

5. AJAC – Logistics & Operations Apprenticeship Committee

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- M/S/C to approve.

Region 1b

6. Kaur Apprenticeship

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- M/S/C to approve.

Region 1a

7. Northwest Maritime Apprenticeship

- In compliance for administrative procedures for the Provisional year.
- Recommend program to receive permanent registration status.
- M/S/C to approve.

NEW BUSINESS: NONE

JANUARY 2024 ADMINISTRATIVE REVIEWS: NONE

DATE AND LOCATION OF NEXT MEETING:

April 17, 2024	Bellingham	TBD
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FUTURE MEETING SITES:

July 17, 2024	Tumwater	Department of Labor & Industries
October 16, 2024	Spokane	TBD
January 15, 2025	Tumwater	Department of Labor & Industries

ADJOURNMENT

Dave's recommendation to CRRS to vote: *It is the Departments recommendation that the Administrative Corrective Action Plans assigned to the Firestop and Containment Workers Joint Apprenticeship Training Program & the Heat and Frost Insulators Workers Joint Apprenticeship Training Program be closed by the CRRS.*

January 2024 Compliance Review and Retention Sub-Committee Compliance Specialist Report

Corrective Action Plans (CAP) - Updates by Quarter Assigned:

July 2020:

- **Ardagh Group/GMP Maintenance In-Plant Apprenticeship Committee #510-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings letter dated October 28, 2021. (was originally assigned at the July 2020 CRRS meeting)
 - Program has made significant progress towards becoming administratively compliant with reporting, including a more active committee meeting schedule to ensure timely actions taken.
 - Program committee is actively reviewing their CAP activities and progress.
 - Program continues to actively work with their Apprenticeship Consultant.

October 2020

- **Northeastern Washington-Northern Idaho Sheet Metal Apprenticeship Committee #152-** Program submitted a detailed Corrective Action Plan as required by the CRRS. CAP was reviewed by the Department and found to meet the requirements as listed in the CRRS Findings Letter dated October 28, 2020.
 - Committee has been reviewing and revising if needed the current Recruitment and Outreach activities; As well as keeping the recruitment and outreach efforts as a topic at every committee meeting.
 - Currently the program has 6 female apprentices and 19 minorities with 8 veterans.

January 2021

- **Johnson Controls Fire Protection Apprenticeship Committee #1808-** Program was assigned an Equal Employment Opportunity Corrective Action Plan at the January 2021 CRRS meeting. Program submitted timely to the department an EEO Corrective Action Plan.
 - Program is going through management changes and is working to get caught up on current compliance issues with assistance from the department.

January 2024 Compliance Review and Retention Sub-Committee

Compliance Specialist Report

October 2021

- **Firestop and Containment Workers Joint Apprenticeship Training Program #1812-** Program assigned an Administrative Corrective Action Plan at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
 - Program received an in admin compliance finding following a review of 2022.
 - Program has implemented internal reminders to assist in timely reporting.

It is the Departments recommendation that the Administrative Corrective Action Plan assigned to the Firestop and Containment Workers Joint Apprenticeship Training Program be closed by the CRRS.

- **Heat and Frost Insulators Workers Joint Apprenticeship Training Program #80-** Program assigned an Administrative Corrective Action Plan at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
 - Program received an in admin compliance finding following a review of 2022.
 - Program has implemented internal reminders to assist in timely reporting.

It is the Departments recommendation that the Administrative Corrective Action Plan assigned to the Heat and Frost Insulators Workers Joint Apprenticeship Training Program be closed by the CRRS.

- **Evco Sound & Electronics Inc. #43-** Program assigned a Corrective Action Plan to address their deficient Female and minority apprentice #'s at the October 2021 CRRS meeting. Program did submit the CAP timely. Department reviewed the submitted CAP and determined that it does meet the requirements as listed in the CRRS Findings Letter dated October 28, 2021.
 - **At the time of this report, program failed to provide a progress report on their CAP progress/ activities.**
 - **Department will be performing a Compliance review and have the program appear before CRRS at the April 2024 meeting.**

October 2022

- **Peninsula Light Company Apprenticeship Committee #524-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022. This is the second CAP that has been assigned to the program since 2020. Program has committed to fulfilling the CAP as stated to the CRRS at the October 2022 Meeting.
 - Program has made significant progress towards becoming administratively compliant with reporting, including a more active committee meeting schedule to ensure timely actions taken.

January 2024 Compliance Review and Retention Sub-Committee

Compliance Specialist Report

- **Pierce Transit/ATU Local #758 Apprenticeship Committee #300-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022.
 - Program is actively working with their apprenticeship consultant on getting ARTS reporting up to date and accurate. Program has developed a new internal process to ensure proper records retention
 - Program has hired additional Admin staff

- **Inland Northwest Masonry Apprenticeship Committee #160-** Program submitted a detailed Corrective Action Plan as required by the CRRS. CAP was reviewed by the Department and found to meet the requirements as listed in the CRRS Findings Letter dated October 28, 2022. This is the second CAP that has been assigned to the program since 2020. Program has committed to fulfilling the CAP as stated to the CRRS at the October 2022 Meeting.
 - Committee has been reviewing and revising if needed the current Recruitment and Outreach activities. As well as keeping the recruitment and outreach efforts as a topic at every committee meeting.

- **Western Washington Masonry Trades Apprenticeship Committee #87-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 28, 2022. CAP was reviewed by the Department and found to meet the requirements.
 - Program has made significant progress towards becoming administratively compliant with reporting.
 - Program committee is actively reviewing their CAP activities and progress.
 - Program continues to actively work with their Apprenticeship Consultant on standards revisions to bring their program into compliance.

- **City of Richland, Energy Services Department, Local Union 77, IBEW Apprenticeship Committee #281-** Program has worked with their consultant to submit a CAP, however it was untimely.
 - **At the time of this report, program failed to provide a progress report on their CAP progress/ activities to the department.**

July 2023

- **Northwest Line Construction Industry JATC- #487-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated August 3, 2023. CAP was reviewed by the Department and found to meet the requirements.

October 2023

- **Puget Sound Energy Apprenticeship Committee- #83-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 30, 2023. CAP was reviewed by the Department and found to meet the requirements.

January 2024 Compliance Review and Retention Sub-Committee

Compliance Specialist Report

- **UA Sprinkler Fitters Local 669 JATC- #286-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 30, 2023. CAP was reviewed by the Department and found to meet the requirements.
- **Washington State Controls Specialist Apprenticeship Committee- Associate Controls Specialist- #2175-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated November 7, 2023. CAP was reviewed by the Department and found to meet the requirements.
- **Independent Technicians Automotive Committee (ITAC)-#2162-** Program has submitted a Corrective Action Plan as required by the CRRS in the Findings Letter dated October 30, 2023. CAP was reviewed by the Department and found to meet the requirements.
- **Weyerhaeuser Longview Lumber Apprenticeship Committee-#1829-** Program has failed to submit a Corrective Action Plan as required by the CRRS in the Findings letter dated October 30, 2023. Department will send an official notice to the program giving them 30 days to either submit the CAP as assigned by the CRRS or Appear before the CRRS at the April 2024 meeting for further action.

This concludes my report Mr. Chair.

Brittany Craighead

Brittany Craighead
Apprenticeship Compliance Specialist